

LEAVE RULES FOR STUDENTS

- Request for leave, duly signed by parent or guardian on the prescribed application form (available in the college office) shall be entertained.
- Leave of any kind does not exempt the student from depositing fees/fines on the scheduled date. Similarly, the student has to return the borrowed books on the due date.
- The Dean of the concerned faculty can sanction leave up to 10 days, while leave for more than 10 days will be sanctioned by the Principal.
- Leave on account of illness, for more than 10 days, must be accompanied by a Medical Certificate/ Registration slip.
- Students representing college in any activity/event will have to get their leave sanctioned from the Dean and get it noted (to the concerned subject teachers) before their departure.
- Once leave is sanctioned a student is required to inform the concerned teacher.
- Leave of any kind will not be permitted during the Mid Term examinations except for leave under unavoidable circumstances.