

Procedure to be adopted in case of Student being absent in any of the specified Examination(s)

Following procedure is to be adopted for awarding such a benefit /establishing genuineness of the case.

(a) Action by students (any reason other than Medical): In such cases prior written sanction of VC / Director & Academic Head and in their absence by the Dean (A&R) is mandatory. Student must submit an application along with proof justifying the reason. No post facto requests shall be accepted in any case. The approval should be deposited with the Controller of Examination before the examination(s).

(b) Action by the students (Medical Cases)

(i) They should report absence from the examination(s) by fastest possible means to the Registrar. It could be email at registrar@juit.ac.in or written communication by speed post or sent by hand through any means. In case of Hosteller's, if a student falls sick, he /she should seek advice of the Institutional Medical Officer before missing the Exam.

(ii) The said report should preferably be sent prior to the examination(s), but not later than 5 days of last date of the said examination(s).

(iii) The student on rejoining should: Report to the Institutional Medical Officer with complete medical- documents including referral/prescription slip of the doctor specifically indicating the disease and medicine prescribed investigation/Lab reports and discharge slip in case of admission. Obtain his/her views on the genuineness of the case in the form of a report from the Medical Officer. Submit the documents along with the report with remarks of the Institutional Medical Officer to the Controller of Examination within 5 days of rejoining.

(iv) In case of delay beyond 5 days is anticipated by the student, he/she should arrange for the medical documents to be sent to the Institutional Medical Officer by hand through friend / relative etc. and get the said genuineness report obtained and deposit the same with the Controller of Examination.

(v) No request later than 5 days of last date of examination shall be accepted for reasons of ignorance or any other reasons.

(c) Action by the Controller of Examination

(i) Controller of Examination shall compile the list of absentees for each examination as hither-to-for.

(ii) The cases shall be put-up to the VC / Director & Academic Head, along with the opinion of Institutional Medical Officer / documents provided by the students.

(iii) VC / Director & Academic Head shall record his decision on each case.

(iv) The student shall be communicated of the decision, within a period of 10 days of last date of examination.

(d) Importance of Proving Genuineness: Approving genuineness in each case is prerogative of the VC / Director & Academic Head and student shall have no right to appeal on the same. Therefore student should not make an assumption that reporting sick and obtaining the slip for rest etc. from the Medical Authorities including Institutional Medical Officer is an adequate reason to exempt themselves from the examination(s).

(e) Absence from Labs / Project Viva etc.: On numerous occasions students may miss out the Exams for above events on specified dates. They must put up the request, to the supervisor/in charge to allot alternate date(s). The requests shall be put up by the supervisors to the HoDs, who shall provide alternate date(s), if considered genuine. The decision of HoD is final.

Director & Academic Head