

**JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY  
WAKNAGHAT**

JUIT/WKG/REGR/2017-18/428

February 7, 2018

**Notification**

1. The following procedure will be adhered to hereinafter for leave of absence attendance:-
  - a) For any kind of medical/unforeseen absence, a student/his parents must send an email to the University from their registered email ID on University Records.
  - b) JUIT attendance criteria for students to be able to appear for the T-3 (Final Exam) in the semester is 80 percent. This absence relaxation period of 20 percent is to cater for all kind of reasons/requirements of a student for short term exigencies.
  - c) In case a student is absent for prolonged period for medical/any other unforeseen reasons, then the powers for an additional 10 percent relaxation rests with the Vice Chancellor and will be exercised on case to case basis with documentary proof.
  - d) A student who joins after the absence due to medical reasons should report to the University Medical Officer within four days of joining with the supporting medical documents. The Medical Officer shall endorse his/her comments and forward the same to Director & Academic Head for further processing of sanction of VC if required.
  - e) One copy of approval/non-approval will be sent to Registrar Office for filing in students file for record.
2. The above procedure has been approved by the Vice Chancellor on 07 January 2018.



**Registrar & Dean of Students**