

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

JUIT/WKG/REGR/2022-23/736

December 16, 2022

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 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 for 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 Dean (Academics & Research) for further processing of sanction of VC if required. All such cases of medical absence, endorsed by JUIT Medical Officer shall be forwarded two days prior to T1, T2 and T3 Examination (Thrice in a semester).
 - e) Such approved Medical Leave should not be misinterpreted as attendance.
 - e) One copy of approval/non-approval will be sent to Registrar Office for filing in students file for record.

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2. The above procedure has been approved by the Vice Chancellor.
3. **Standard procedure for availing the benefit of attendance on medical ground is appended alongside** and each student is expected to adhere to the procedure **(Annexure-I)**.
4. This Notification supersedes earlier notification No. JUIT/WKG/REGR/2017-18/428 dated February 7, 2018.



Registrar & Dean of Students

Cc to:

- Vice Chancellor (for kind information)
- Dean (A&R)
- Head of Departments (to display the same within their department of information of students)
- JUIT Medical Officer (to display the same in the Dispensary for information of the students)
- Chief Warden (to display the same at Notice Boards of the Hostels)
- All Notice Boards – Academic Block

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Annexure-I

PROCEDURE FOR MEDICAL LEAVE

1. For absence as a result of an illness, the parent/student must send an e-mail from their registered email ID to any of the following email IDs.
 - (a) ns.jaswal@juit.ac.in
 - (b) bharti.jaswal@juit.ac.inwith a copy to registrar@juit.ac.in
2. A student, joining after absence (due to medical reasons), should report to the University Dispensary within four working days.
3. She/he should submit the following documents with her/his signature and date of reporting to the dispensary,
 - a) The prescription slip (photocopy)
 - b) Investigation reports as advised on the prescription (photocopy)
 - c) Medical Certificate of Fitness on completion of treatment/period of rest (original)
 - d) A prescription does not qualify as the Medical Certificate of Fitness.
 - e) Submission of documents after four working days will not be entertained.
4. The Medical Officer will scrutinize the medical documents and forward the Medical Leave recommendation to Dean Academics two days prior to the T1, T2, and T3 Examinations.



(Medical Superintendent)