

INDIAN INSTITUTE OF TECHNOLOGY KANPUR



ACADEMIC SECTION: UNDERGRADUATE OFFICE

Date: 05/01/2024 /694

NOTICE**Subject: Regarding leave rule and processing of leave for undergraduate students only.**

The undergraduate students (B.Tech./B.S./Dual Degree/Double Major/Y22 M.Sc.-2yr & MS-PD) are advised to note the following:

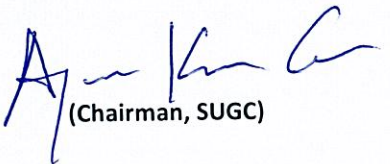
1. Leave rule as per the UG Manual:

As per the UG Manual in regular semester students are entitled to avail maximum leave of fifteen working days in a semester. In which ten working days for medical leave and five working days for any other valid reason. The leave of absence in the summer term shall correspondingly be five working days (medical) and three working days (others), i.e., eight working days total.

2. Processing of leave and deadline of submission of leave on Pingala leave portal:

- a) **For Short/Casual leave:** Student should apply for leave before leaving the campus in advance. And in case, due to some reason, s/he is unable to apply for leave, prior intimation to the competent authorities (respective Hostel Warden and DUGC) over mail with a likely return date is necessary. On his/her return, s/he should apply for leave within one week (7 calendar days) of the last date of his/her leave period with the copy of intimation mail.
- b) **For Medical leave with outside medical certificate:** Before leaving the campus, student must intimate in advance to the competent authorities (respective Hostel Warden and DUGC) over mail with a likely return date regarding his/her medical treatment. Under some exceptional situation, s/he may intimate to the authorities immediately after reaching the home. On his/her return, s/he should apply for leave within two weeks (14 calendar days) of the last date of his/her leave date/period with the copy of intimation mail. These two weeks (14 calendar days) deadline of submission of medical leave is also applicable for students applying for medical leave with medical certificate issued by HC, IITK and empaneled hospitals.
- c) The external medical certificate should have a clear address of the hospital/clinic etc., name of the Doctor, medical registration number and mobile number or contact number of the hospital/clinic.

3. Students are advised to apply for leave through Pingala only. Leave request over mail may not be entertained.


(Chairman, SUGC)

Copy to:

1. Head, All Department
2. Convener DUGC, All Department
3. Dean of Students' Affairs
4. Head, Counseling Service
5. New Office Automation Unit
6. I/C, Health Centre
7. Warden In-charge, all Halls
8. Students List and Hall's Notice Board