

LEAVE RULES

It is important for every student to keep in mind that he/she must have attended at least 75% of the total lectures delivered in each subject in order to become eligible to appear in End Semester Examinations. The College will sanction any leave only within the framework laid down by it. So, the following leave rules must be followed by a student:

Leave Submission

Leave must be applied online through college ERP at least one day prior to the date of leave. Although, in case of an emergency or sudden illness, a student can apply online leave latest by 12 noon on the day of leave. Students planning to remain absent from college for three consecutive working days or more must apply for the leave well in advance.

Leave Sanctioning

Leave up to 3 days will be granted by the Class-Incharge. Leave for more than 3 days will be allowed only in case of an exigency or on medical grounds and it must be supported by a Medical Certificate issued by a Medical Practitioner with a minimum qualification of MBBS. Such leaves will have to be sanctioned from the Principal through Class-Incharge.

No fines for sanctioned leaves and no credit for attendance at the same time

A sanctioned or approved leave will count as absence from class just like any unauthorized absence in class. Even if the leave has been approved by the College, a student will remain responsible for maintaining 75% attendance in each subject. No fine will be imposed for absence against approved leaves. Here it is worth noting that authorized leaves are only meant for getting exemption in fine and such leaves will in no case entitle a student to get credit for attendance in lectures delivered.

Maximum number of leaves that can be availed

No student will be allowed leave for more than 25% of total lectures delivered per subject in any semester.

Leave in case of Special Functions, College Activities, Extension Lectures, etc.:

On the days when Special functions or Extension lectures are held, leave will be granted only by the Principal.

Medical Leave during MSTs.

Grant of leave during MSTs is an exception and can be granted by the Principal only. The student must intimate the class incharge about the medical exigency on the same day and also inform the college officially through the official email id info@sacm.in. However, this intimation alone does not imply grant of leave. **Medical Leave, supported with a 'Medical Certificate' preferably issued by MBBS/ MD will be considered authorized absence only if the same is got sanctioned from the Principal within five working days.** After sanctioning, the leave has to be posted on ERP as well. Leaves submitted later than the prescribed period will not be accepted.

Note: The Medical Leave during exams has to be got sanctioned ONLY from the Principal.