

NOTICE

MEDICAL LEAVE PROCEDURES FOR UNDERGRADUATE, POST GRADUATE AND EXTERNAL DEGREE PROGRAM STUDENTS

(Please pay your attention for this document as some students are not fully aware of the University medical leave procedure for students)

If a student is absent for course work or examination on medical reasons, it is essential to follow the following procedures.

- Following medical certificates are acceptable for course work absence on medical grounds,
 1. Proper medical certificate from any registered medical practitioner - up to 14 days only.
 2. Medical Certificate issued by University Medical Officer - up to 14 days only.
 3. If the absent duration is more than 14 days, it must be a Government Medical Certificate or Medical Certificate from a medical Consultant.
 4. Medical Certificate must be forwarded to AR/SAR/DR/ within 02 week's time and cannot be backdated without a valid reason.

- Following medical certificates are acceptable for examination/quiz absence,
 1. Government Medical Certificate.
 2. Medical Certificate from a medical Consultant.
 3. If the student was admitted to an Ayurveda Hospital, the medical certificate from the same Ayurveda Hospital is accepted – Admission dates must be mentioned.
 4. If the student is admitted to a Private Hospital the medical certificate accepted. – Admission dates, Consultant stamp and signature of the issuing medical officer must be mentioned.
 5. If the student (Undergraduate) is sick and unable to sit for an examination, the student must be admitted to the Health Centre before the examination commences and his/her medical leave will be reported to the respective Dean on formal request.
 6. If the student is sick on the day of the exam and coming from outside the university, he/she must report the sickness to the nearest government hospital.

- Medical leave exceeding more than 03 months will be forwarded to the University Medical Board for a **recommendation**.

CHIEF MEDICAL OFFICER / HEALTH CENTRE

CHECKLIST FOR ALL REQUIRED DOCUMENTS

1. REQUEST LETTER INDICATING THE PURPOSE

2. ORIGINAL MEDICAL CERTIFICATE AS SPECIFIED UNDER MEDICAL LEAVE PROCEDURES