

OFFICE OF THE PRINCIPAL
SHRI CHHOTE SHAH GOVERNMENT DEGREE COLLEGE MENDHAR
(NAAC Accredited with Grade B)



No. GDCM/Est./24/2855
Date: 24-07-2024

STUDENT NOTIFICATION
STUDENT LEAVE MANAGEMENT SYSTEM

Students Enrolled for Various UG (FYUGP) & B.A./B.Sc Sem III & V (CBCS) Programs have to attend Theory/Lab classes regularly and can appear in Final Examination only if they have statutory attendance. All Departments will furnish monthly shortage lists (3 in a semester) on Departmental Notice Boards/ College Website, students groups on social media to apprise students about their attendance status. All Bonafide Students should have minimum 75% attendance in Theory/Lab Classes to make them eligible for Semester end examination..

In the light of Director Colleges Higher Education Department letter no. DC-HE/K/2024/1382 dated: 22-07-2024, Student Leave Management Mechanism (SLM) is notified as under:

1. A student enrolled in a UG Program (FYUGP)/ B.A, B.Sc. Sem-III & V (CBCS) can remain on leave without application for upto 03 days with maximum of 20 days in a semester.
 2. A student enrolled in a UG Program (FYUGP)/ B.A, B.Sc. Sem-III & V (CBCS) having a Medical or any other Exigency/Emergency can apply for a Leave upto 10 days to respective Head/s of the Department who shall sanction the same.
 3. A student enrolled in a UG Program (FYUGP)/ B.A, B.Sc. Sem-III & V (CBCS) having a Medical or any other Exigency/ Emergency can apply for a Leave upto 15 days to Coordinator Academics/Convener Examination Committee who shall sanction the same.
 4. A student enrolled in a UG Program (FYUGP)/ B.A, B.Sc. Sem-III & V (CBCS) having a Medical or any other Exigency/Emergency can apply for a Leave beyond 15 days to Principal who shall sanction same through an order.
 5. All the subject teachers are required to get the attendance register signed from the concerned HOD/Coordinator Academics/Convener Examination Committee on the last working day of each month.
 6. All the HODs shall submit a consolidated Attendance reflecting shortage cases/long absentees to Academics/ Convener Examination Committee before 5th of every month for uploading on the college website.
 7. All the Leaves sanctioned by concerned teachers/HODs./Coordinator Academics/Convener Examination Committee are required to be countersigned by the Principal by 7th day of every following month.
- All Leaves will be sanctioned against proof of a medical or any other emergency. No student will be able to fill final semester examination form incase he/she fails in Internal Assessment or falls shortage of attendance.


Principal
SCS Govt. Degree College
Mendhar
24/7/24

Copy to:

1. Co-ordinator IQAC/Academics for information
2. All HoDs/ Subject Teachers for compliance.
3. Office record file.