

## DUTY AND MEDICAL LEAVE FOR STUDENTS

**I. Duty and Medical leave shall be awarded as per the Goa University ordinance 17 C. The following process will be enforced in assigning duty / medical leave to the students.**

**A. Duty leave process for participating in inter Collegiate/University/State/ National/ International activity /event organised by other institutions or organisations;**

**a. Prior Permission;**

- 1. Invitation / Intimation letter/brochure<sup>1</sup>** must be inwards by college administrative office. Principal /Vice Principal<sup>2</sup> must forward the same to Faculty Adviser, Students Affairs<sup>3</sup>. Only such invitation/intimation letters shall be considered authorised for duty Leaves.
  - i. In case of invitation to participate in an external activity, faculty adviser will forward the invitation letter to Head of the Department<sup>4</sup> of the major or double major course/s offered by student, faculty incharge of particular group of activity<sup>5</sup> and to General Secretary of Student Council/Student Sports Council according the concerned activity for identification and selection of students and further procedure of duty leave.
  - ii. In case of intimation of a student selected for participation in an external activity, faculty adviser will forward the intimation letter to the concerned student for further procedure of duty leave.
- 2. Application for prior permission;**
  - i. Selected Student or group of students must download the “Prior Permission form” available online on the college website.
  - ii. Student or group of students must submit duly filled and signed application of prior permission to college administrative office minimum three days prior to the date of the event.
  - iii. College administrative office shall inwards each application and forwards the same to Office of Students’ Affairs for further procedures.
  - iv. Office of Students’ Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students’ affairs) for the grant of prior permission.
  - v. Office of Vice Principal will intimate, via email, the status of prior permission to the concerned student or group of students and the office of students’ affairs.

**b. Duty Leave;**

- 1. Application for Duty leave;**
  - i. Those student who have been granted prior permission must download the “Duty leave form” available online on college website.
  - ii. Student or group of students must submit duly filled and signed duty leave application to college administrative office minimum seven days prior to the date of the event.
  - iii. College administrative office shall inwards each application and forwards the same to Office of Students’ Affairs for further procedures.
  - iv. Office of Students’ Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students’ affairs) for the grant of prior permission.
  - v. Original claim for duty leave will be retained by office of students’ affairs.
  - vi. Duplicate copy shall be handed over to the concerned student or group of students by Convener/Member of College Student Leave committee.
  - vii. Student can produce the same before any faculty for award of duty leave.

**B. Prior permission/Duty leave process for participating in internal/external activities organised/authorised by the college.**

**a. Prior permission;**

1. Event/Activity must be authorised by Principal.
2. Concerned Vice-Principal or HOD or Faculty Incharge of Group of extracurricular activity or General Secretary of Student Council / Sports Council must apply for the authorisation of event.
3. The application must be submitted to the college administrative office.
4. Once permitted a copy of the permission letter shall be forwarded to office of students' affairs and applicant.

**b. Duty Leave;**

1. The applicant must submit the duly signed list of student (s) participated in the activity / event within seven days of completion of the event to college administrative office.
2. College administrative office shall forward the same to Office of students' affairs.
3. Office of Students' Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission.
4. Original claim for duty leave will be retained by office of students' affairs. Duplicate copy shall be handed over to the applicant by Convener / Member of College Student Leave committee.

**II. Medical leave process;**

1. A student applying for medical leave must download application for medical leave available online on college website.
2. Student must duly fill and sign application of medical leave and should submit the same within three days of rejoining the college to college administrative office.
3. Application should be supported by consultation/diagnosis medical report by registered medical practitioner, copy of the medical prescription and invoice of purchased medicine, diagnostic report, if any.
4. College administrative office shall inward such applications and forwards the same to office of students' affairs.
5. Office of Students' Affairs will invite the convener/member of student leave committee to scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission.
6. Original claim for duty leave will be retained by office of students' affairs.
7. Duplicate copy shall be handed over to the concerned student or group of students by Convener/Member of College Student Leave committee.
8. Student can produce the same before any faculty for award of duty leave.

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- <sup>1</sup> Only those **INVITATION / INTIMATION LETTERS/BROCHURES** will be considered authorised that are received and inwards by college office and forwarded by Principal to faculty adviser, students' affairs for further action.
- <sup>2</sup> Shri H.S.S. Nadkarni is **VICE PRINCIPAL, INCHARGE OF STUDENTS' AFFAIRS**. Vice Principal as authorised by Principal shall grant prior permission and duty leave.
- <sup>3</sup> Dr. Devashish Bagchi is **FACULTY ADVISER, STUDENTS' AFFAIRS**. Faculty adviser as authorised by Principal shall scrutinise each invitation/intimation/application for prior permission and duty leave and forward to the Vice Principal/faculties/ student governing bodies for further procedures
- <sup>4</sup> **HEAD OF THE DEPARTMENT** must ensure that the student is well aware about the attendance rule as well as rules pertaining to examination. In some cases of invitation to participate in an activity concerned with a specific department, the HOD will be responsible to identify student/s eligible to participate if the activity is concerned with their respective department.
- <sup>5</sup> If the activity is of extracurricular nature then it shall be marked to the **FACULTY INCHARGE OF THE GROUP OF EXTRACURRICULAR ACTIVITY**. Faculty Incharge must take the assistance of the various student governing bodies/clubs or members of the particular activity in identifying student or group of students for participation. Such student or group of students must meet their concerned HODs for NOC.
- <sup>6</sup> Proof of participation can be certificate of participation/merit or if the same is not provided immediately then "**ACKNOWLEDGEMENT OF PARTICIPATION**" form available online should be attached for duty leave.

### General guidelines for students.

#### PRIOR PERMISSION

1. Student must download the application form for PRIOR PERMISSION from college website.
2. Student must duly fill and sign the application.
3. Student must attach the copy of the invitation/intimation letter.
4. Student must meet concerned Head of the Department for permission.
5. After due permission from H.O.D., student must submit the application to Faculty Adviser, Students' Affairs at Tiger Activity Centre office, minimum three days prior to the commencement of the event or date of departure for outstation event.
6. No such application will be considered after the due date.
7. Faculty Adviser shall forward the application to Vice Principal.
8. Once the prior permission is granted a student can apply for Duty Leave on joining back.
9. No Prior permission is required for students participating in inter college sports events organised by Goa University or list of name class roll numbers of the student/s recommended by HODs/Faculty Incharge of group of extracurricular activity.

#### DUTY LEAVE

1. Student must download the application form for DUTY LEAVE from college website.

2. Student must duly fill and sign the application.
3. Student must attach the copy of the invitation/intimation letter, application for prior permission and Proof / Acknowledgment of participation.
4. Student must submit the Duty Leave application to Faculty Adviser, Students' Affairs at Tiger Activity Centre office, within three days of date of joining after completion of the event.
5. No such application will be considered after the due date.
6. Faculty Adviser shall forward the application to Vice Principal.
7. Once the Vice Principal grants duty leave the original will be returned to office of students' affairs.
8. The original duty leave form shall be retained at the Office of Students' Affairs and a soft copy of the same (without attachments) shall be forwarded to the student or student incharge of the group of student.
9. The same can be shown, emailed to concerned faculty for claiming duty leave.
10. Duty leave for students participating in inter college sports events organised by Goa University or student/s recommended by HODs/Faculty Incharge of group of extracurricular activity shall be forwarded to concerned faculty member. Such students may collect their duty leave from the concerned faculty member.

#### PROOF / ACKNOWLEDGMENT OF PARTICIPATION

1. No Proof/Acknowledgement of participation is required for students participating in inter college sports events organised by Goa University.
2. All other students must produce and enclose proof of participation within three days of joining the college after the completion of the event.
3. In case the organisers fail to give certificate of participation/merit then a student must get the Acknowledgement of participation signed by the organisers. This form is available online on the college website.



**Parvatibai Chowgule College of Arts and Science  
Autonomous**

Accredited by NAAC with Grade A' (CGPA Score 3.41 on a 4 Point Scale 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award

**APPLICATION FOR 'PRIOR PERMISSION' TO PARTICIPATE IN AUTHORISED EVENT / COMPETITION**  
**(To be submitted not less than three days prior to the date of the event.)**

Date: \_\_\_\_\_

**Sir,**

Kindly grant your permission to participate in \_\_\_\_\_

\_\_\_\_\_ to be held at \_\_\_\_\_

On / From \_\_\_\_\_ to \_\_\_\_\_.

This event / competition is organised by \_\_\_\_\_.

I have enclosed the intimation/invitation letter of the said event. I shall attach proof of participation in the said event.

I will be missing lectures/practicals/CAs of following faculty members (Name and email ID).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

<b>Remarks</b>	
_____ <b>DEPARTMENT</b>	_____ <b>H.O.D</b>

Kindly do the needful and oblige.

\_\_\_\_\_  
**Signature of the applicant**

**Name:**

**Class:**

**Roll Number:**

**Cmail Address:**

<b>Remarks</b>
_____ <b>Faculty Incharge</b> Group of Extracurricular Activity

<b>Remarks</b>
_____ <b>Convener/Member</b> Students Leave Committee

<b>Prior Permission granted</b>
_____ <b>VICE PRINCIPAL</b> IN CHARGE OF STUDENTS' AFFAIRS

**Encl;**

1. Invitation/Intimation letter of the event/competition.



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**APPLICATION FOR DUTY LEAVE**

(To be submitted not more than seven days after completion of the event)

Date: \_\_\_\_\_

Sir,

Kindly sanction duty leave as per Goa University Ordinance and College extracurricular activity policy for participating in \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ .

I will submit the duty leave to the Head of the Department of \_\_\_\_\_ and following faculty members;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Kindly do the needful and oblige.

\_\_\_\_\_  
**Name:**

**Class:**

**Roll Number:**

**Cmail Address:**

Encl:

1. Prior Permission
2. Proof of Participation

**Duty Leave may be granted**

\_\_\_\_\_  
**DR. DEVASHISH BAGCHI**  
FACULTY ADVISER  
STUDENTS' AFFAIRS

**Duty Leave granted**

\_\_\_\_\_  
**VICE PRINCIPAL**  
IN CHARGE OF  
STUDENTS' AFFAIRS



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**ACKNOWLEDGEMENT OF PARTICIPATION**

(If certificate of participation/merit is not issued immediately by organising institution /association)

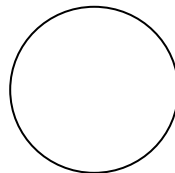
This is to certify that Mr/Ms \_\_\_\_\_,  
of Parvatibai Chowgule College of Arts and Science, Margao-GOA has participated  
in \_\_\_\_\_.

The above mentioned event/tournament was held at \_\_\_\_\_  
On/From \_\_\_\_\_ to \_\_\_\_\_ .

The said event/tournament was organised by \_\_\_\_\_  
\_\_\_\_\_.

DATE: \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE, NAME & DESIGNATION OF  
OFFICE BEARER OF ORGANISING COMMITTEE.



SEAL OF THE ORGANISING INSTITUTION

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Kindly note that the duly filled and signed 'Acknowledgement of participation' is required to be attached with application for duty leave.



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**APPLICATION FOR MEDICAL LEAVE**

(To be submitted not more than seven days after rejoining the college)

Sir,

This is to intimate you that I was absent due to following medical reason;

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Kindly sanction medical leave as per Goa University Ordinance from/on \_\_\_\_\_ to \_\_\_\_\_.

I am enclosing following documents along with my application.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I will submit the medical leave to the Head of the Department of \_\_\_\_\_ and following faculty members;

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Remarks	
_____	_____
DEPARTMENT	H.O.D

Kindly do the needful and oblige.

Name:

Class:

Roll Number:

Cmail Address:

Remarks
_____
Convener/Member Students Leave Committee

Medical Leave may be granted
_____
DR. DEVASHISH BAGCHI FACULTY ADVISER STUDENTS' AFFAIRS

Duty Leave granted
_____
VICE PRINCIPAL IN CHARGE OF STUDENTS' AFFAIRS