

MEDICAL & DUTY LEAVE RULES

DUTY LEAVE

Students can apply for **Duty leave** for participating in Inter College/ Inter University / State/ National/ International activity /event organised by college or other institutions / organisations shall be awarded as per **Goa University ordinance 17.3.viii: (Effective from 12th February, 2019)**. That says, a student representing the Institution / University / State / Country in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining “**PRIOR PERMISSION**” of the Principal / Dean / Head of Department, **shall be marked “Present”** for the lectures/practical missed, provided such absence is **supported by documentary evidence** issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.

To avail prior permission, submit;

FORM 1 A Application for **Prior permission** for a single student

FORM 1 B Application for **Prior permission** for group of students

To avail duty leave, submit;

FORM 2 A Application for **Duty Leave** for a single student

FORM 2 B Application for **Duty Leave** for group of students

Proof of Participation

FORM 3 Acknowledgement of Participation

Or

Participation certificate/photographic evidence of participation/any other valid proof.

MEDICAL LEAVE

Students can apply for **Medical leave** and the same can be granted as per **Goa University ordinance 17.3.ix: (Effective from 12th February, 2019)** Absence on medical grounds **for more than four continuous working days** is required to be supported with a Medical Certificate which should be submitted within seven days after re-joining the class.

Absence beyond 25% maybe condoned on medical grounds.

Convener of Student Leave committee of college may demand additional documents required to support the absence on medical ground **for more than four continuous working days** such as copy of medical prescription, invoice of purchased prescribed medicine, diagnostic report or admission / discharge report of a hospital.

Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal/ Dean/ Head of the Department shall examine such absence on a case-to-case basis.

To avail medical leave, submit;

FORM 4: Application for **Medical Leave**.