

SHYAMA PARASD MUKHERJI COLLEGE (FOR WOMEN)

NOTICE

MEDICAL LEAVE RULES FOR STUDENTS

1. For availing Medical Leaves, Students are required to fill prescribed Medical Leaves Form, available with administrative block.
2. Duly filled Medical Leaves Form along with Medical Certificate and other relevant documents should be submitted within ten (10) days of joining college after availing leaves.
3. Medical Certificates issued by any doctor recognized by Govt. of India viz. Allopathy, Homeopathy, Ayurveda etc. are permitted. Medical Certificates issued by Naturopathy, RMP etc. are not permitted.
4. Medical Certificates issued should be duly stamped with Registration number of issuing doctor.
5. a.) For availing medical leaves upto seven (7) days, submit Medical Certificate along with Fitness.
b.) For availing Medical Leaves for more than seven (7) days, submit Medical and Fitness Certificate along with prescription and tests (if done).
c.) If medical leaves are required for more than 15 days, a fresh Medical Certificate should be submitted, explaining the need to extend leaves.
6. Overwriting of any kind on Medical Certificate / documents will make them invalid and will not be accepted.
7. Each case will be decided on its own merits by Medical Committee and the decision of the Principal shall be final.
8. Students are advised to verify if their Medical Leaves have been granted or there is any deficiency.
9. Medical committee will be available on last Wednesday of every month from 11.30 a.m. to 12.00 noon in Bursar Room for resolving grievances related to Medical Leaves and if there is any deficiency then relevant documents should be submitted within seven days.



PRINCIPAL (Officiating)



**Convenor
Medical Committee**