

Student Leave Policy

There is no concept of leave as such. Students are expected to adhere to the attendance requirements of the courses registered. If a student misses academic sessions by more than three consecutive weeks, the student can opt for withdrawal of a semester by submitting written application to Dean (Academics). In case the student does not opt for withdrawal, he/she should not expect any relaxation so far as continuous evaluation marks are concerned; i.e. quizzes, tutorials, lab assignments etc.

In-semester and End-Semester Examination

Students who are unable to appear in part or whole of in-semester or end-semester examination due to illness, accident or death in the family, should apply to the office of Dean (Academics). The leave application proforma can be collected from the office of Dean (Academics) and submitted the same to the office within three days from the missing examination date(s). The leave application must be supported (i) by proper medical certificate issued by or duly approved by a registered medical practitioner, (ii) by adequate evidence in the case of accident or death in the family, as applicable. Upon approval of leave application, the office of Dean (Academics) will be communicated to the concerned faculty and student with the necessary information.

Re-Examinations or Evaluation

The faculty concerned can conduct re-examination or provide other mode of assessment for the missing component to the student only after approval of the leave application. Instruction or schedule for re-examination/assessment will be communicated to the student by Controller of Examinations or faculty concerned, as appropriate. If a student misses re-examination/assessment, then there will not be any further adjustment.

With Effect from AY 2021-22
DA-IICT, Gandhinagar