

## **DA-IICT**

### **Policy: Leave and Re-examination**

#### **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 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 attend an in-semester or end-semester examination for medical reasons are required to obtain prior approval of Convener, Under Graduate Committee or Post Graduate Committee as appropriate. For students missing end-semester examination, the faculty should conduct a re-examination prior to commencement of next semester. For in-semester examination, a faculty member may conduct re-examination as under:

##### **Autumn Semester**

Re-examination for students can be arranged during the week after semester break, preferably during the time-slot of 5:00 - 7:00 p.m. If a student misses re-examination, then there will not be any adjustment.

##### **Winter Semester**

Re-examination can be arranged in the first week of April, again preferably during the time-slot 5:00 - 7:00 p.m. If a student misses re-examination, then there will not be any adjustment.

DA-IICT, Gandhinagar

Date: August 20, 2012