

STUDENT LEAVE RULES

As per KTU BTech Regulations, **“Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave.** Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination”.

1. Students are supposed to attend all class hours without fail.
2. If a student happens to be absent in any of the class hour, he/she should follow the following procedure to get the absence counted as an Authorised Leave:
 - a. Fill the format for leave application, available in the college website, and submit to the respective staff advisor. The leave application may be in printed form or handwritten form, but in the same format as instructed.
 - b. Depending upon the reason for absence, an authorised leave may be treated as a duty leave or a medical leave or leave on any other grounds.
 - c. The leave application with supporting documents/leave letter must be submitted to the respective staff advisor within 3 days from the date of absence.
 - d. The leave application must be submitted for even a single class hour absence.
 - e. Any absence which has not been reported through the above said procedure will be counted as “Unauthorised Absence”.
 - f. It should be noted that no claim of leave (medical leave/duty leave/leave on any other ground) will be accepted, then or later, for an unauthorised absence ie; if the absence is not recorded with the staff advisor, as explained above.**