

Attendance Norms for students applying for Medical Leave

1. Students pursuing a full time UG and PG Degree programme in Mithibai College (Autonomous) are **required to attend 100% offline and online lectures and practicals** as mandated under admission guidelines.
2. Students, however can avail of **25% Medical Leave** during a particular academic term for ailments that are of serious nature that debilitate students from attending offline and online lectures and practicals. They are required to download the Medical Leave Application Form from the website/ student portal and fill all the details regarding their ailment. Incomplete Medical Leave Application forms and/or absence of authentic supporting documents will result in medical leave application being declined.
3. Students should apply for **medical leave in writing** only with **the respective course Vice Principal** and attach all relevant and authentic medical certificates and documents. They should clearly mention the period (**from date & to date to be mentioned**) for which they are claiming medical leave. **Students should fill and email the leave application form in the prescribed format** along with all relevant medical documents to **Vice Principal, Class Mentor and cc the Attendance Convenor (ulka.chodankar@mithibai.ac.in)**. Students however are notified that the decision for number of days to be granted based on medical leave application lies with the College authorities.
4. Students should also inform their Class Mentors from time to time / on a timely basis about their medical conditions and may share a copy of email sent to Vice Principal for the purpose of records.
5. Students should hereby take note that as per the Attendance Norms of Mithibai College (Autonomous) it is mandatory to apply for **medical leave within 5 working days of re-joining College**. Any medical leave application sent post the stipulated number of days prescribed herewith will be considered as null and void and will not be considered for condonation or pardon. **No relaxation** will be given to students claiming medical leave during either **Personal Hearing or Appeal to Principal and no leave application will be accepted at such time**.
6. Students should hereby take note that **any medical leave sent to anyone other than Vice Principal of respective course** either within the stipulated number of days or after **will be considered null and void and will not be considered for condonation or pardon**.
7. Students should hereby take note that the **responsibility of submitting authentic medical documents and certificates** within stipulated number of days lies with the student. Any counterfeit, erroneous, non-verifiable, illegible or otherwise invalid medical documents submitted will be considered in direct violation of Attendance Norms of Mithibai College (Autonomous) and will be dealt with stringently.

8. Students will be responsible for submitting the original and photocopy of medical documents as required by Attendance Committee for scrutiny. **Students will be responsible for extending all support to Attendance Committee** as required for verification of their claims for medical leave of absence. Any lapses found herewith will result in rejection of appeal for condonation or pardon on medical grounds.

9. Students are responsible for **acquainting themselves with all Attendance Norms of Mithibai College (Autonomous) carefully**. Any claims to the contrary will not be entertained and accepted.