



Date: 01.08.2023

Attendance Norms for Learner's applying for Medical Leave (2023-24).

1. Learner's pursuing a full time UG and PG Degree programme in Mithibai College (Autonomous) are **required to attend 100% lectures and practicals** as mandated under admission guidelines.
2. Learner's, however can avail of **10% Medical Leave** during a particular academic term for ailments that are of serious nature that debilitate learner's from attending 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. Learner's 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. Learner's **should fill and email the medical leave application form in the prescribed format** along with all relevant medical documents to **Vice Principal, Class Mentor and cc the Attendance Convenor** (Amrit.Rajwadkar@mithibai.ac.in). Learner's however are notified that the decision for number of days to be granted based on medical leave application lies with the College authorities.
4. Learner's should also inform their Class Mentors from time to time/on a timely basis about their medical conditions and should share a copy of email sent to Vice Principal for the purpose of records.
5. Learner's 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 learner's claiming medical leave during either **Personal Hearing or Appeal to Principal and no leave application will be accepted at such time**
6. Learner's 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. Learner's should hereby take note that the **responsibility of submitting authentic medical documents and certificates** within stipulated number of days lies with the learner. 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. Learner's will be responsible for submitting the original and photocopy of medical documents as required by Attendance Committee for scrutiny. **Learner's 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. Learner's 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.

Mr. Amrit Rajwadkar
Attendance Committee, Convenor



Prof. Krutika Desai
Principal