

### **Standard Operating Procedure (SOP) for consideration of Medical Cases**

1. The student must attend all courses, but the minimum attendance requirement for taking the Mid-Semester Examination (MSE) and End-Semester Examination (ESE) is 75%. There is a 25% relaxation in attendance in case of medical cases or illnesses lasting up to 05 working days.
2. Medical cases/illnesses lasting more than 05 working days, as well as hospitalizations or very critical illnesses, including accidents, surgeries or operations, will be considered for approval by the Medical Committee.
3. If a student requests medical leave, he/she must inform the Dean/HOD of his/her absence within 03 working days through written request or email to the mentor. If the student is unable to inform, his/her local guardian or parents must inform the Dean/HOD through the mentor within 03 working days through written request or email.
4. The student must submit all supporting medical documentation along with an application to the School through a mentor/coordinator within 03 days of joining/resuming the classes.
5. Students must submit the following documents:
  - (a) Date wise prescription with doctor's registration number
  - (b) Relevant reports
  - (c) Original Medical Certificate issued from a registered medical practitioner (Name, Signature, Seal with Registration number)
  - (d) The number of days in the Medical Certificate must correspond to the duration of the medical leave requested by the student.
6. The school must ensure that student absences for the above-mentioned period of medical leave are properly recorded annually before submitting their medical leave request to the Dean, Academic Affairs /LMS (Learning Management System) office.