

## **LEAVE APPLICATION RULES**

If any student requires leave including casual leave, on duty, he/she is required to submit the leave form signed by the respective course incharge. The same is then to be forwarded to the Dental Education Unit or sports/cultural committee for approval as the case may be

In case of sick/medical leave the student is required to submit a medical certificate along with the leave form to the course incharge.

If the student is found to be taking un-authorized leave without prior intimation, the department incharge should intimate the parents of the student through a letter and report the same to the course incharge. The course incharge subsequently collects the academic details of the student from all departments and then should call the parents for a meeting.

1<sup>st</sup> year incharge

Regular batch and Additional batch – Dr.Sreeja, Dr,Vaishnavi

2<sup>nd</sup> year incharge

Regular batch– Dr.Sreeram, Dr,Padmasree

Additional batch -- Dr.Sadhasiva

3<sup>rd</sup> year incharge

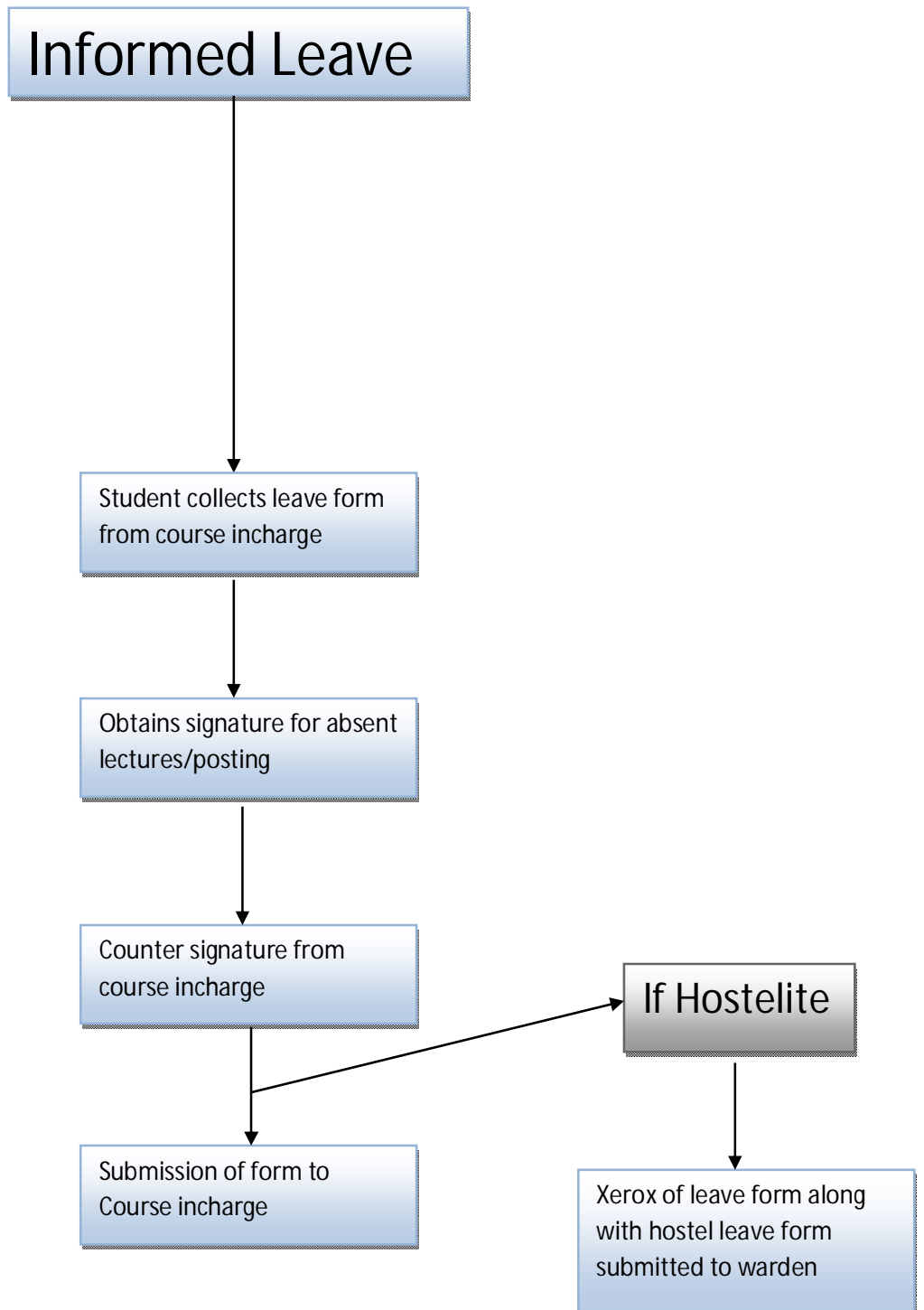
Regular batch and Additional batch – Dr.Agila, Dr,Nachiammai

4<sup>th</sup> year incharge

Regular batch – Dr.Ashwath

Additional batch -- Dr.Divya.N

## *Student Leave*



# Student On Duty

## Academic

Submission of letter(counter signed by the subject incharge/HOD) to course incharge for signature

Forwarding letter to DEU –  
Dr.Satishmuthukumar/  
Dr.Shanmugam

Approval by Principal

Forwarding to all departments  
& LMS for On duty

## Culturals/ Sports

Submission of letter to course incharge for signature

Forwarding letter to Sports and Cultural committee –  
Dr.Sridhar/Dr.Eazhil

Approval by Principal

Forwarding to all departments  
& LMS for On duty

# Uninformed leave

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graph TD; A[Uninformed leave] --> B[Less than 3 days]; A --> C[More than 3 days/department (Continuous)]; B --> D[Student to submit leave form as per leave protocol]; C --> E[Letter sent to parent by the respective department /Subject incharge]; E --> F[Same intimated to course incharge & PTA];
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Less than 3 days

Student to submit leave form as per leave protocol

More than 3 days/department (Continuous)

Letter sent to parent by the respective department /Subject incharge

Same intimated to course incharge & PTA