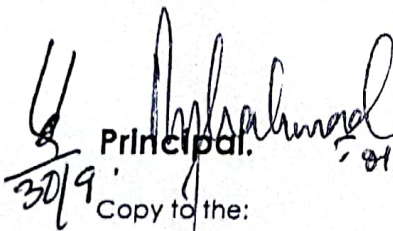Ref No: GMC/GB/2024/4225   Date:- 01 – 60 – 2024

NOTIFICATION

STUDENT LEAVE MANAGEMENT SYSTEM (SLMS)

In order to ensure consistent attendance and to do away with absenteeism of students, it is impressed upon all the students to strictly adhere to the Student Leave Management System (SLMS) detailed as below:

I) All bonafide students must ensure minimum of 75% attendance in Theory/Lab Classes to make them eligible for Semester end Examination.

II) A student enrolled in a programme can remain on leave without application for up to 3 days with maximum of 20 days in a semester.

III) A student enrolled in a programme having a Medical or any other emergency can apply against proof for sanction of a leave up to :
   a. 10 days to respective Heads of the departments (HOD).
   b. 15 days to respective Dean of Faculty (DOF).
   c. Beyond 15 days to the Principal.

IV) The students can check their attendance status from the concerned departments and any student having attendance shortage shall not be allowed to submit the examination form.

Principal.
01·10·24
30/9

Copy to the:

1. Staff Secretary/ Convenor AMC for information.
2. All HoD's / Deans for information.
3. Coordinator Examinations for information.
4. Incharge College Website to upload on college website.
5. All student representatives.
6. Record file.

Ref No: GMC/GB/2024/4226   Date:- 01 – 10 – 2024

Subject: Awareness initiatives for implementation of Student Leave Management System (SLMS).

O R D E R

It is impressed upon all the HOD's in particular and the faculty in general to strictly implement the notified Student Leave Management System (SLMS) so that the leaves as well as absenteeism of students is streamlined and addressed in an efficient manner. Accordingly all the departments of this college shall prepare monthly shortage lists of their enrolled students and notify the same on Departmental Notice Boards/College Website/ student whatsapp groups to enable the students to check their attendance status on regular basis and stay on track with their course work, benefit from the expertise of the teachers and engage in valuable discussions and collaboration activities. All faculty members shall make an effort to aware students to maintain minimum 75% attendance in theory/lab classes to render them eligible for semester end examination and any student falling short of statutory attendance will not be allowed to submit the examination form.

Principal.
01.10.24

Copy to the:

1. Staff Secretary for information to all faculty members.
2. All HoD's / Deans for information and n/a.
3. Convenor AMC/ Coordinator Examinations for information and n/a.
4. Incharge College Website to upload the order on college website.
5. Record file.