

## Highlights of the RIMS Postgraduate Leave Rules(as on 1<sup>st</sup> July 2017)

1. Biometric attendance recording is compulsory for all postgraduate students. It is the responsibility of the students to get themselves registered for the biometric entry at the Computer Networking Section within 2(two) weeks of their joining the institute.
2. Departmental manual attendance record is complementary to the biometric attendance recording. Both attendance recording shall continue. However, biometric attendance record will be considered while deciding annual attendance for a particular student.
3. On all working days, biometric entry is to be done twice a day, between 8-9 AM in the morning and between 4-6 PM in the afternoon.
4. On holidays including Sundays and second Saturdays, biometric entry is to be done once a day between 8-10 AM.
5. Biometric entry before and after the scheduled timing shall be treated as non-entry and shall be treated as 'Absent' for the day.
6. Single biometric entry on all working days shall be treated as 'Absent'.
7. Outstation students may record their attendance on arrival (any time) after a sanctioned leave. This is to indicate their availability in the campus.
8. Non-functioning of the biometric machine should be informed in writing to the Dean(Academic) and during such non-functioning periods, departmental attendance record will be taken into consideration while counting the percentage (%) of attendance.
9. All the postgraduate students can enjoy 12 (twelve) days **Casual Leave** in an academic year based on their date of admission. This leave is to be granted by the Head of the concerned Department.
10. An additional 18 (eighteen) days **Special Casual Leave** in the first year and 24 (twenty four) days leave in the second and third year may be granted for attending court summons, attending national level conferences/short courses/sporting & cultural events (maximum of two in an academic year), unavoidable circumstances like engagement (self), marriage (self), illness (self), illness of family members, death of family member and other unforeseen events but not for going home on unrelated grounds. Ideally this leave cannot be combined with the casual leave. Maximum permissible leave related to attending conferences including travel is 8(eight days) in an academic year.
11. Leaves exceeding the permissible Casual and Special Casual Leaves (separately) shall be treated as 'Unauthorised leave' and necessary action shall be taken up as per rules.
12. Maximum permissible leave for any postgraduate student is 30 (thirty) days in the first year and 36 (thirty six) days in the subsequent years that are inclusive of casual leaves. However, the same cannot be demanded as a matter of right.
13. No student should leave station without prior station leaving permission from the competent authority. Station leaving without prior approval of the competent authority (even in emergency situation) will be treated as "Unauthorised Leave" and fined accordingly.
14. Leave beyond 12 (twelve) days of casual leave in a year and station-leaving certificate should be applied through proper channel to the Director, RIMS Imphal with supportive documents.
15. There is no separate maternal or paternal leave except for the fact that it will be considered under the permissible leaves of the academic year.
16. If the leave duration exceeds maximum permissible leave for that academic year, the course duration will be extended for another 6 (six) months automatically. Further, if the duration of absence exceeds 72 (seventy two) days in an academic year, the course duration will be extended for 1(one) year.

Extension of course duration may be done by the Dean (Academic)before the student appears the final University examination or after the examination before issuing the releasing order.

17. In any case, students are not allowed to proceed for treatment outside the state on their own without the knowledge and approval of the competent authority. Students who desire to get treatment from another hospital outside the state of Manipur shall have to be referred with the approval of the Medical Board duly constituted by the Medical Superintendent, RIMS Hospital

from time to time. Such application for outside the state treatment should be routed to the Director through proper channel.

18. Maximum permissible continuous leave of absence by any student is 10 (ten) days.
19. Outstation students may utilize their annual permissible casual leaves to a maximum of 10 (ten) days for going home. Such leave application must be forwarded by the concerned HOD to the Director.
20. No post-facto leave will be granted. It is the responsibility of the student to inform the authority and apply for leave in time even when they are out stationed.
21. Student cannot leave station even in emergency situation without information and approval of the competent authority. In case of emergency leave, application submitted beyond the office hours including station leaving permission may be granted by the Head of Department concerned. In such a situation, the Head of Department must forward the leave application on the next working day to the Director.
22. Leave application related to religious events shall not be entertained.
23. Head of Department must maintain the casual and permissible leaves balance for all students separately. Leave balance for both casual and permissible leaves are to be noted separately while forwarding leave application for the students.
24. Students who are absenting themselves without information and permission of the competent authority or students who have not reported after their sanctioned leaves must be reported by the HOD concerned to the Dean (Academic) for necessary action.
25. Training period of students who are deputed by the institute to another established institute for training on facilities not available in RIMS Imphal shall be treated as "on duty".
26. Combined leave application by a group of postgraduate students shall not be entertained.
27. Biometric recording shall not be affected by adverse environmental conditions and busy duty schedule. Biometric record entry is the first priority for all the students.
28. Name, subject, year of admission and mobile number must be clearly written in the leave applications.
29. To save paper, forwarding of the leave application by the HOD concerned may be done on the application itself by writing recommendation along with status of leave balance. Covering letter from the HOD may be discontinued.
30. On routine inspection, if students are not found at the Department or at the place of their posting after their biometric entry for the day, they are to be treated as "absent" for the day.

The whole exercise is to make postgraduate students available at all times.



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