

Highlights of the RIMS Undergraduate Student's Leave Rules
(as on 24th July 2017)

1. Biometric attendance recording is compulsory for all undergraduate students including intern doctors. 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. Biometric attendance record will be considered over and above the Departmental attendance records for both theory and practical classes while deciding attendance for a particular student.
3. On all working days, biometric entry is to be done twice a day, between 7:45-9:15 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 8-9:30 AM.
5. Biometric entry before and after the scheduled timing shall be treated as non-entry and 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 undergraduate students can enjoy 10 (ten) days summer vacation and another 10 (ten) days winter vacation in a year. Over and above, Special Casual Leave to a maximum of 16 (sixteen) days will be permitted in an academic year. Summer and winter vacations can't be combined with any other leave.

Leaving station before or reporting late after the scheduled vacations shall be considered as "unauthorized leave" and fined accordingly.
10. Maximum permissible leave for any undergraduate student is 36 (thirty six) days in an academic year. Leaves exceeding the permissible 36 (thirty) days in an academic year shall be treated as 'Unauthorised leave' and necessary action shall be taken up as per rules.
11. 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.


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12. Application for special casual leave and station-leaving permission should be applied to the Director, RIMS Imphal with supportive documents.
13. 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.
14. If the leave duration exceeds maximum permissible leave of 36 (thirty six) days 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) at any moment of time.
15. 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 addressed to the Medical Superintendent, RIMS Hospital.
16. Maximum permissible continuous leave of absence by any student is 10 (ten) days.
17. Outstation students may utilize their annual special casual leaves to a maximum of 10 (ten) days for going home. The concerned Warden must forward such leave application to the Director.
18. 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 outstationed.
19. 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 concerned Warden. In such a situation, the Warden must forward the leave application on the next working day to the Director.
20. Leave application related to religious events shall not be entertained.
21. 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 concerned HOD and Warden to the Dean (Academic) for necessary action.
22. For students representing the institute in the state and national level competitions, their period of absence will be treated as "on duty". Similarly, training period for students who are deputed by the institute shall be treated as "on duty".


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23. Combined leave application by a group of undergraduate students shall not be entertained.
24. 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.
25. **Name, semester, year of admission, date of application and mobile number** must be clearly written in the leave application.
26. On routine inspection, if students are not found at the class or at the place of their posting after their biometric entry for the day, they are to be treated as "absent" for the day.
27. Penalty for unauthorized leave within the total permissible leave of 36 (thirty six) days in an academic year is Rs. 500/day. This is to be paid to the Cashier in the Administrative block.

Leave during Internship:

28. The compulsory rotatory internship is for a period of 12 months. There is no permissible leave during the internship. However, application for unavoidable leave should be addressed to the Dean (Academic) and submitted through the concerned HOD. Any leave taken by an intern during the internship will be repeated at the end of the compulsory rotatory internship. A separate roster will be prepared by the Academic section after the completion of scheduled internship posting for all Departments.
29. Authorized or un-authorized absence for more than one third of the total duration of posting in a department, the intern has to repeat the whole posting period in the same Department at the end of compulsory rotatory internship.
30. Biometric attendance recording and departmental recording will be taken into consideration while deciding attendance of the intern during their compulsory 12 months compulsory internship.

Date: 22-07-2017


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