



REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL – 795 004
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt of India)

MEMORANDUM

Imphal, the 4th May, 2016

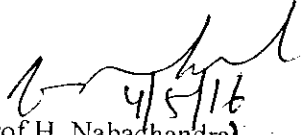
No.A/196/PG/LEAVE/RIMS-2015(Pt.II) : It has been found that postgraduate students are not registering their daily attendance regularly in the biometric system. Many of them are found registering their attendance only once in a day. **Due to the above reasons, for many of them, the duration of the ongoing course will be extended as per rules based on the biometric record starting from this examination appeared batch.**

All the postgraduate students are informed to do biometric registration of their attendance twice a day; before 9 AM in the morning and after 4 PM in the afternoon on all working days and once before 12 noon on holidays irrespective of emergency duty and subjects to ensure station leaving. **Henceforth, biometric registration once a day on working days will not be counted** except for the information that the particular student is in station. Over and above the regular Departmental monitoring, Academic section will also be monitoring attendance of the postgraduate students from time to time.

In case, the biometric system is not working at any moment of time, it should be immediately informed to the Academic section in writing. **During such period, departmental manual attendance registration record will be taken into consideration.**

As per Medical Council of India regulations, everyday is a working day for the postgraduate students. Therefore, postgraduate students are directed to apply for leave without incorporating prefix, interfix and postfix days in their leave application.

Once again, it is reiterated that granting 12 casual leaves in a year (based on their date of joining) is the prerogative of the concerned HOD and beyond that leaves will be granted by the RIMS administration on case to case basis based on the existing postgraduate leave rules for RIMS, Imphal. When the total leave exceeds 30 days in the 1st year and 36 days in the 2nd and 3rd years, course will be automatically extended for 6 months every time.


4/5/16
(Prof.H. Nabachandra)

Director i/c

Regional Institute of Medical Sciences
Imphal.

Copy to:

1. PA to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS Hospital, Imphal
3. The Dean (Academic), RIMS, Imphal
4. The DD(Admin), RIMS, Imphal.
5. The CAO/FA, RIMS, Imphal.
6. All HODs, RIMS, Imphal.
7. All postgraduate students
8. All PG Hostel Notice boards
9. System Administrator, RIMS, Imphal