

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No.Acad/Senate/235th Action- Item No.A.3.1

Academic Office

Date: 24th December 2018

Sub.: To consider proposal to provide the facility of an optional "Academic Leave" to all Undergraduate students - GSAA(UG)

The Senate in its 235th Meeting held on 20th November 2018 considered and deliberated on the proposal. The house decided to expand the scope of proposed "Academic Leave" and call it "Special Leave" which should include leave for students to participate in Academic/Extra-curricular activities approved by the Institute. The Head of the academic unit shall be the approving authority, on the recommendation of the Faculty Advisor/Faculty incharge of the respective activity. The Senate **resolved to approve** the proposal as above.

24/12/18
Jt. Registrar (Academic)

Encl : The Copy of Proposal

To

1. The Head of all Academic Units
2. The Convener/Co-convener, UGPC
3. The student representatives (Gsec-AA- PG), C/o. Dean (AP) office
4. The Assistant Registrar (Academic) - UG
5. Concerned Academic office staff (UG unit) - to update the UG Rule Book
6. The Academic Staff (UG)

To,

(1) File.

(2) UG.R.B

(3) U-G. Faculty Advisors

28/12/18

Dept. of Civil Engg.

Received Signature

Please find the proposal on the reverse side of this pg.

P.T.O →

**To consider proposal to provide the facility of
an optional "Academic Leave" to all
Undergraduate students – GSAA(UG)**

A number of students take part in academic activities which require them to travel for few working days. Special permission is obtained individually for the classes that are missed and to compensate for the missed quizzes/exams. In absence of specific guidelines such requests are dealt with case to case basis.

The proposal to provide Academic leave for upto 5 working days in a semester to UG students to take part in academic activities.

The UGPC- 2018-3 held on 18th September 2018 considered and found the proposal acceptable. The UGPC recommended the proposal to the Senate with the following terms and conditions :

1. Academic Leave up to 5 working days (at a stretch or in part) may be sanctioned by the Head of Academic unit excluding mid/end semester examination in accordance with Academic Calendar. Compensation of any missed lab, quiz may be compensated at the discretion of respective course instructors.
2. Application shall be recommended by respective faculty advisor on merits and would also need approval from faculty incharge of the activity.
