



Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

The Principals of Govt. Degree Colleges,
Union Territory of Jammu & Kashmir.

Sub: **Implementation of Student Leave Management System in the colleges of UT of Jammu and Kashmir.**


Sir/Madam,

The Govt Degree Colleges in the UT of J&K are committed to fostering an environment of academic excellence and student engagement. The importance of consistent attendance to this end cannot be overstated. It ensures that students benefit fully from the curriculum, participate in interactive sessions, and stay engaged with their academic progress. Furthermore, it helps in maintaining a structured learning environment conducive to both teaching and learning. Regular attendance is instrumental in maintaining the integrity of the educational process. It allows students to stay on track with their coursework, benefit from the expertise of their teachers, and engage in valuable discussions and collaborative activities.

In this regard, to further enhance the academic experience and support student development, it is requested that a leave management system may be put in place in your college to ensure that leaves and absenteeism of students is addressed in streamlined and efficient manner.

Furthermore, I am enclosing herewith a copy of Leave Management System (LMS) currently implemented in Amar Singh College which has increased student consciousness about remaining present in the classes for academic delivery.

Yours Sincerely,


Dr. Sheikh Ajaz Bashir
Director Colleges, J&K
Directorate of Colleges.

DC-HE/K/2024/1382
Copy to:

Dated: 22-07-2024.

1. PS to Principal secretary Higher Education for information of Principal secretary Higher education.
2. Record/Master file.





Government of Jammu & Kashmir
Office of the Principal Amar Singh College



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No: ASC/Edu/23/605

Dated: 11-05-2023

STUDENT NOTIFICATION

Students Enrolled for Various UG/IPG/PG Programs have to attend Theory/Lab classes regularly and can appear in Final Examination only if they have statutory attendance. All Departments will issue monthly shortage lists (3 in a semester) on Departmental Notice Boards/ College Website to apprise students about their attendance status. All Bonafide Students should have minimum Seventy five Percent Attendance in Theory/Lab Classes to make them eligible for Semester end Examinations.

Accordingly Student Leave Management Mechanism(SLM) is notified as under;

- 1- A student enrolled in a Program can remain on leave without application for upto 3 days with maximum of 20 days in a semester.
- 2- A student enrolled in a Program having a Medical or any other Emergency can apply for a Leave upto 10 days to respective Head/s of the Department who shall sanction same.
- 3- A student enrolled in a Program having a Medical or any other Emergency can apply for a Leave upto 15 days to respective Dean of Faculty who shall sanction same.
- 4- A student enrolled in a Program having a Medical or any other Emergency can apply for a Leave beyond 15 days to Principal who shall sanction same through an order.

All leaves will be sanctioned against proof of a medical or any other emergency. No student will be able to fill final semester examination form incase he/she fails in internal assessment or falls short of attendance.

Prof. Sheikh Ajaz Bashir
PRINCIPAL

Copy to :

1. All HODs / Deans for information and needful action..
2. Convener IQAC for information.
3. All Notice Boards.
4. I/C College Website for publication on website and all social media handles.
5. Record.

