



ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
Odisha University of Technology and Research
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Ref No ୩୦.୧୨/ACD

Date:- 21/11/2024

NOTICE

FOR ALL P.G. AND U.G. STUDENTS

(For submission of Medical Certificates and other related papers for consideration of concession in attendance on medical casualties/cases)

The students intending to avail concession in attendance on medical grounds are hereby informed to submit documents in support of their illness as per the instructions given below.

- 1) OPD prescription with doctor's Name/Regn. No./Specialization.
- 2) Exact duration of leave with date(s).
- 3) Indoor discharge Notes (If hospitalized, with name of the Hospital).
- 4) Investigation reports with date, signature and seal.
- 5) Medical Certificate with signature, full name and registration No. of the Doctor.
- 6) Bills against purchase of medicines with date.

The medical records as above should be submitted within a week of expiry of the medically prescribed period of leave if any, or before the last date of classes in a semester, whichever is earlier. Medical document(s) submitted in deviation to the above guidelines, shall not be considered.

In addition to the medical grounds as indicated above, a student is also entitled to claim for concession in attendance on the ground of family calamity and also for any academic or official assignment or for representing the University in any event of national importance. The student, however is required to submit attendance proof and progress/participation report thereof.

A student is eligible for concession in percentage of attendance to appear the End-semester examination only when he/she secures at least 65% of attendance in the subject(s).

Ancley
Dean, Academic affairs