



**STANDARD OPERATING PROCEDURE (SOP)**  
Student Leave Application Procedure  
Document No.: SPU/NACRC/ACADEMICS/ SOP/2026/01

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### 1. Purpose

To establish a uniform procedure for applying, approving, recording, and monitoring student leave to ensure discipline, proper attendance records, and effective communication between students, mentors, class teachers, and the academic office.

### 2. Scope

This SOP applies to all Undergraduate (BAMS) and Internship students of Nootan Ayurvedic College & Research Centre.

### 3. Responsibility

Authority	Responsibility
Student	Submission of leave application with genuine reason before availing leave.
Mentor	Verify reason, counsel student if necessary, and recommend leave.
Class Teacher	Verify attendance status and academic impact, recommend approval.
Academic Office	Record approved leave and maintain leave register.
Principal / Authorized Signatory	Final approval (if applicable).

### 4. Procedure

#### Step 1: Obtain Leave Form

The student shall obtain the prescribed Student Leave Application Form from the department or academic office.

#### Step 2: Fill the Form

The student shall complete all mandatory details including:

- Application Number
- Date
- Time
- Student Name
- Professional Year
- Roll Number
- Student Mobile Number
- Parent/Guardian Mobile Number
- Leave From Date
- Leave To Date
- Reason for Leave

Incomplete forms shall not be processed.

### Step 3: Declaration

The student shall sign the declaration confirming that:

- Information provided is true.
- Missed academic activities will be completed.
- College rules will be followed.

### Step 4: Mentor Verification

The Mentor shall:

- Verify the reason for leave.
- Discuss academic consequences if required.
- Recommend approval or otherwise.
- Sign the application.

### Step 5: Class Teacher Verification

The Class Teacher shall:

- Verify attendance record.
- Assess impact on practical/clinical postings.
- Recommend approval.
- Sign the application.

## 6. Approval Authority

The approval authority for student leave shall be based on the duration of leave requested:

Duration of Leave	Recommending Authority	Approving Authority
Up to 3 days	Mentor and Class Teacher	Mentor / Class Teacher
More than 3 days	Mentor and Class Teacher	Principal

### Guidelines

1. Leave up to three (3) consecutive days may be approved by the Mentor and Class Teacher after verifying the reason for leave and the student's attendance and academic commitments.
2. Leave exceeding three (3) consecutive days shall require:
  - Recommendation by the Mentor.
  - Recommendation by the Class Teacher.
  - Final approval by the Principal.
3. For leave exceeding three days due to medical reasons, a valid Medical Certificate or other supporting documents shall be attached with the application.
4. Students shall not proceed on leave until the appropriate approval has been obtained, except in genuine emergencies, which shall be regularized immediately upon returning to the college.
5. The decision of the approving authority shall be final and binding.

## Step 7: Distribution

The application consists of two copies.

### College Copy

To be retained in the Academic Office/Department for record maintenance.

### Student Copy

Returned to the student after approval as proof of sanctioned leave.

## 5. Emergency Leave

In case of emergency:

- Student shall immediately inform the Mentor/Class Teacher by telephone.
- Parent/Guardian may communicate on behalf of the student.
- Leave application shall be submitted immediately upon returning to college.

## 6. Medical Leave

For medical leave exceeding one day:

The following documents shall be attached:

- Medical Certificate
- Prescription (if applicable)
- Hospital discharge summary (if hospitalized)

## 7. Attendance Rules

Submission of leave application does not automatically grant attendance.

Attendance shall be governed according to:

- NCISM Regulations
- Sankalchand Patel University Regulations
- College Attendance Policy

Students shall complete any missed academic, practical, or clinical work as instructed by the department.

## 8. Record Maintenance

The Academic Office shall maintain:

- College Copy of Leave Form
- Leave Register
- Attendance Record
- Supporting Documents (if any)

Records shall be preserved as per institutional policy.

## 9. Reasons for Leave (Illustrative)

Students may apply leave for reasons including:

- Illness
- Medical appointment
- Family emergency
- Religious function
- Personal work
- Official university activity
- Bereavement
- Other genuine reasons

## 10. Rejection Criteria

Leave may be rejected if:

- False information is provided.
- Form is incomplete.
- Signatures are missing.
- Attendance shortage is excessive.
- Leave adversely affects examinations or mandatory clinical postings.

## 11. Documents Required (Where Applicable)

- Medical Certificate
- Parent Request Letter
- Supporting Documents
- University Permission Letter (for official events)

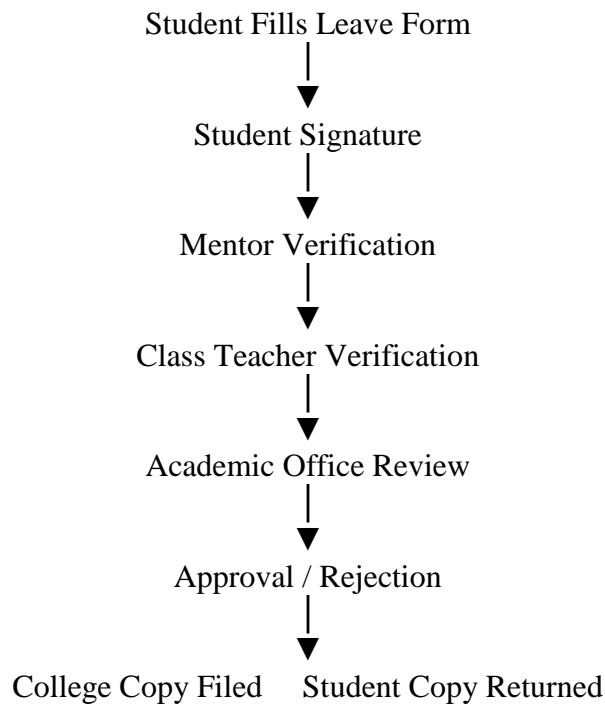
## 12. Submission Timings and Instructions

To ensure smooth processing of leave applications and avoid disruption to academic and administrative activities, all students shall strictly adhere to the following timings:

1. Submission of Leave Application
  - Leave application forms shall be submitted only on working days.
  - Completed leave application forms, duly signed by the Student, Mentor, and Class Teacher, must be submitted to the Academic Office before 11:00 AM.
2. Collection of Approved Student Copy
  - Students shall collect their approved Student Copy from the Academic Office between 12:30 PM and 1:00 PM on the same working day.
  - The approved Student Copy shall serve as the official proof of leave permission.
3. Planning of Leave
  - Students are expected to plan their leave in advance, considering the above submission and collection timings.
  - Applications submitted after the prescribed time may be processed on the next working day, subject to administrative discretion.
4. Strict Compliance
  - No leave applications, approvals, signatures, or collection of forms shall be entertained before or after the prescribed timings.

- No requests for processing during lectures, practical sessions, clinical postings, lunch breaks (except the specified collection time), or after office hours shall be entertained.
  - Students are advised to cooperate with the Academic Office to ensure efficient and timely processing of leave applications.
5. Emergency Cases
- In genuine medical or family emergencies, the student or parent/guardian shall immediately inform the Mentor/Class Teacher by telephone. The leave application, along with supporting documents (where applicable), must be submitted on the next working day.

### 13. Flow Chart



### 14. References

- NCISM Attendance Regulations
- Sankalchand Patel University Academic Regulations
- Nootan Ayurvedic College & Research Centre Student Handbook

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