

NOTICE TO STUDENTS - ACADEMIC LEAVE

Academic Leave for student is a leave of absence for pursuing academic activities away from the institute. This includes:

1. Paper presentation in conferences or seminars
2. Attending conference or workshop
3. Short-term internship during the academic semester
4. For carrying out specialized experimental work not available in our Institute.
5. For attending interviews/placement activities etc.

Proposal should be recommended by the HoD of the concerned department and sent to Dean Academic for decision. Once the leave is approved, the student should inform all the concerned instructors. Such leave should have a prior approval from the competent authority. In such cases, the academic adjustments (quizzes, examination, lab sessions etc.), if any, may be made by the concerned faculty or lab in-charge. (cc to Dean Student Affairs)

Absence during the academic semester from this residential Institute is totally discouraged as it disrupts the academic activities. Student will be solely responsible for absence from classes/quizzes/examinations. S/he will not be entitled for any Academic consideration.

Under any circumstances, if the student is planning to make a night stay outside LNMIIT campus, s/he should follow hostel leave application procedure by filling up the form which is available on LNMIIT website and submitting to the caretaker of respective hostels. The leave from hostel will only be granted if the hostel administration receives consent of the student's parents through SMS from their registered mobile numbers. This is just to ensure that the parents are aware of their ward's whereabouts. Such a leave should not be misinterpreted as **Academic Leave**.

(Dr. Manju Dhariwal)
Dean - Academic

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Faculty & Students' Googlegroups