CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

STANDARD OPERATING PROCEDURE (SOP)

For

The Grant of Attendance Relaxation on Medical Grounds



Ref. No.: CGCU/RO/25-26/443 Dated 17 July 2026

STANDARD OPERATING PROCEDURE (SOP)
For the Grant of Attendance Relaxation on Medical Grounds

In pursuance of the provisions contained in the University's Academic Regulations and with the approval of the Competent Authority, the following Standard Operating Procedure (SOP) is hereby notified for processing requests seeking attendance relaxation on medical grounds.

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to prescribe a uniform, transparent and fair procedure for processing requests for attendance relaxation on medical grounds while ensuring strict compliance with the CGC University's Academic Regulations.

2. Applicability

This SOP shall apply to all students enrolled in the regular academic programmes of the University.

3. Policy

a) Attendance Requirement

i. As stipulated under **Para 9 of the CGC University's Academic Regulations**; every student is expected to maintain 100% attendance in all courses.

ii. A minimum of 75% attendance in each course is mandatory for a student to become eligible to appear in the End Semester Examination (ESE), both Theory and Practical.

iii. In exceptional circumstances such as prolonged illness, hospitalization, surgery, or any other serious medical condition that genuinely prevents a student from attending scheduled classes, the University may grant attendance relaxation of up to an additional 10%, subject to the recommendation of the Head of the Department (HoD) and approval of the Dean of the concerned School, in accordance with the Academic Regulations.

b) Intimation of Medical Leave

i. In the event of hospitalization or any medical condition requiring absence from classes, the student or his/her parent/guardian shall intimate the Head of the Department (HoD) at the earliest possible opportunity.

Ref. No.: _____ **Dated** _____

ii. The Dean shall examine the request and, if found appropriate, forward the complete case to the Pro Vice-Chancellor (Academics) for recommendation. Upon the recommendation of the Pro Vice Chancellor (Academics), the case shall be forwarded to the Registrar for security and onward submission to the competent Authority for consideration and approval

iii. The University reserves the right to verify the authenticity of any medical certificate or supporting document from the issuing hospital, medical practitioner, or any other competent authority.

f) Submission of False Documents

Submission of any false, fabricated, forged, altered, or misleading medical certificate or supporting document shall render the student liable to:

- Rejection of the request for attendance relaxation.
- Disciplinary proceedings under the applicable University Rules and Regulations; and
- Any other action deemed appropriate by the Competent Authority.

g) Discretion of the Competent Authority

i. Attendance relaxation on medical grounds shall not be claimed as a matter of right.

ii. Every application shall be examined on its individual merits, considering:

- Nature and duration of illness.
- Authenticity of medical records.
- Period of absence.
- Attendance already earned.
- Academic requirements of the course.
- Any other relevant circumstances.

iii. The decision of the Competent Authority shall be final and binding, and no appeal shall ordinarily lie against such decision.

Ref. No.: _____ **Dated** _____

ii. Such intimation shall ordinarily be made within 48 hours of hospitalization or commencement of medical leave through e-mail, telephone, or any other official mode of communication.

iii. Delay in furnishing such intimation, without sufficient justification, may be considered while deciding the request.

c) Medical Fitness Certificate.

i. A student shall be permitted to resume attending classes only after submitting a Medical Fitness Certificate issued and duly signed by the treating doctor or the hospital where treatment was undertaken.

ii. The certificate shall clearly certify that the student is medically fit to resume academic activities.

d) Submission of Application.

i. A student seeking attendance relaxation on medical grounds shall submit a written application in the prescribed proforma through the proper channel within five (05) working days from the date of resuming classes.

ii. The application shall be accompanied by the following documents:

- Medical Certificate(s) issued by the treating doctor or hospital.
- Medical Fitness Certificate.
- Hospital Admission Record and Discharge Summary, wherever applicable.
- Investigation reports, prescriptions and treatment records, wherever applicable.
- Any other document considered relevant by the Competent Authority.

iii. Applications submitted beyond the prescribed period may not be entertained.

e) Scrutiny and Verification

i. The Head of the Department shall examine the application and verify the student's attendance record and supporting documents before forwarding the case to the Dean of the concerned School with specific recommendations.

Ref. No.: _____ **Dated** _____

4. No Attendance Relaxation During Summer/Winter Term

i. No request for attendance relaxation on medical grounds shall be entertained during the Summer/Winter Term.

ii. Considering the condensed academic calendar, mandatory instructional hours, and statutory academic requirements of the Summer/Winter Term, attendance relaxation shall not be granted under any circumstances.

5. General Conditions

i. Grant of attendance relaxation shall only make a student eligible to appear in the End Semester Examination, wherever applicable.

ii. Attendance relaxation shall not be construed as a waiver of academic requirements, laboratory work, practical classes, assignments, projects, tutorials, presentations, or any other evaluation component prescribed under the curriculum.

iii. Students shall be responsible for completing all missed academic work as directed by the concerned faculty member or the Head of the Department.

iv. The maximum attendance that may be granted on medical grounds shall not exceed 10% of the total lectures delivered in the respective course(s).

v. Where the total number of days covered under the valid medical certificate is less than 10% of the total lectures, attendance shall be considered only for the actual number of certified medical days. Accordingly, the lower of the two—(i) 10% of the total lectures delivered or the number of days covered under the valid medical certificate—shall be considered for granting attendance.

vi. Medical attendance shall be granted only for the specific dates explicitly mentioned in the medical certificate, provided the student remained absent from the University on those certified dates. No attendance shall be considered for any date not covered by the medical certificate or for any day on which the student was marked present.

6. Interpretation

In case of any doubt regarding the interpretation or implementation of this SOP, the matter shall be referred to the Vice-Chancellor, whose decision shall be final and binding.

Ref. No.: _____ **Dated** _____

7. Repeal and Saving

All previous instructions, office orders, circulars, or practices inconsistent with the provisions of this SOP shall stand superseded to the extent of such inconsistency.

8. Effective Date

This SOP shall come into force with immediate effect and shall apply to all applications for attendance relaxation on medical grounds submitted on or after the date of its issuance.

This is issued with the approval of the competent authority vide CGC/RO/25-26/draft dated 13th Jul 2026.

17.7.2026.

Prof. (Dr.) Anupam Sharma
Pro VC (Examination) & Registrar
CGC University, Mohali

Copy to:

- Hon'ble Chancellor: for his kind information please through SM
- Worthy Managing Director: for his kind information please through SM
- Executive Vice-President: for his kind information
- Vice Chancellor: for his kind information
- PVC (Academics): for necessary action and dissemination to all concerned.