

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



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## Policy on Leave for Students



Hormis Nagar, Mookkannoor P.O.  
Angamaly -683577, Kerala, India  
An ISO9001:2015 Certified Institution  
Accredited by NBA (CSE, EEE, ECE, EIE, ME)  
& NAAC with 'A' Grade



Focus on Excellence

## FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

### Policy on Leave for students

The Federal Institute of Science and Technology has well-defined rules for availing leave by students.

- Students are expected to attain 100% attendance for all courses.
- However, under unavoidable circumstances, they are permitted to avail themselves of leave.
- Total leave of absence shall not exceed the percentage specified by the APJ Abdul Kalam Technological University for their respective programme in its regulations.
- Students have to intimate their class coordinators/mentors before taking leave.
- In case of an emergency, they should intimate the class coordinators/mentors the day they report back to the institution.
- The mentor/office shall maintain the details of students applying for leave on medical grounds.
- At the beginning of the semester, mentors shall note the students who have already availed condonation of attendance in previous semesters and make a list of students repeating the course due to a previous shortage of attendance. Such students shall be closely monitored for absence from the class.



*Manoj*

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