

OFFICE OF THE REGISTRAR :: SIBSAGAR UNIVERSITY

Ref. No: SU/AR/Attendance/2024/ 78

Date: 28-08-2024

Notification


It is hereby notified to all concerned that the University authority has devised a new mechanism of granting/rejecting leave to the absentee students of UG and PG students of Sibsagar University on medical, extracurricular and other reasons, according to which the students need to apply for such leave in online portal i.e. <https://sibsagarcollegeonline.co.in> login through 'Student' section with their User Id and Password. The students also need to upload valid supporting document – medical certificate/other certificate/other testimonial etc. Merely submission of an application should not be perceived as the 'process is complete'. The following procedure/steps shall be applicable in this process.

Procedure/steps :-

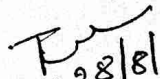
1. Submission of application by student along with uploading of supporting document before the period of probable absence
2. Submission of application by student along with uploading of supporting document immediately after such absence for emergency reason, presumably within one week of rejoining the classes
3. Verification by the Head of the Department (HoD) in which the student is pursuing Major courses
4. Forwarding or Rejection of application by the HoD
5. Verification by the respective Board – Medical Board for leave applied on medical reason and Sports Board for leave applied on extracurricular reason or other reason
6. Approval or Rejection of application by the respective Board

Upon only being shown in the student login account as 'APPROVED' would mean the application is finally approved and the process is complete, while being shown as 'PENDING' would mean the application is under process and 'REJECTED' would mean the application is rejected for some reason.

This new mechanism of applying for leave ONLINE will have immediate effect. Those students, who have already submitted hard copy of application against their absence from classes to respective HoD, also need to submit application ONLINE under this mechanism.


(Dr. Tridib Mahanta)
Academic Registrar (i/c)

- Copy to :-
- 1) Registrar for kind information
 - 2) OSD to Hon'ble VC for kind information
 - 3) Dean, Students Welfare, i/c for kind information
 - 4) All HoDs for kind information and necessary action **with a request to instruct their students to submit application ONLINE for already submitted applications to them**
 - 5) Coordinator of Medical Board for kind information and necessary action
 - 6) Coordinator of Sports Board for kind information and necessary action
 - 7) University Notice Board of Arts and Science sections
 - 8) Office file for record and publication in the Website


28/8/2024
(Dr. Tridib Mahanta)
Academic Registrar (i/c)

