

### Leave of Absence Policy

#### 1. Introduction

Leave of absence policy grants leave/lien to NIFT students for a maximum period of one year, on the basis of medical/personal extenuating circumstances at NIFT.

#### 2. Purpose

The purpose of this policy is to provide grant of leave/lien to students for a maximum period of one year on the basis of medical/personal extenuating circumstances beyond the specified period of study at NIFT. The provision for LOA may provide the students an opportunity to handle extreme crises that may occur in his/her personal life. It may be noted that period of Leave of Absence availed by the student will be covered under the duration of course i.e., a maximum of 6 years for completion of a UG programme and 4 years for PG programme, from the date of registration.

#### 3. Applicability

Leave of absence is applicable to all regular UG and PG students of NIFT studying in any semester.

#### 4. Process

- i. The concerned student may apply for LOA during any time of the semester.
- ii. The concerned student would be required to submit his/her application, along with supporting document to respective Campus Coordinator.
- iii. The request of the student will be placed before the Local Academic Standard Committee (LASC) of the respective NIFT campus for consideration and if it is found to be genuine, shall be approved by LASC. While examining the case, it may be ensured that all the supporting documents are properly attached with the request of the student.
- iv. During the presentation of the case, the LASC may co-opt any other faculty member from the campus having relevant information about the case.
- v. The Campus Director shall inform the LOA case/s approved by them to DG-NIFT through Head (AA).

#### 5. Parameters/Guidelines for LOA

- i. No application will be approved by Campus Director without the recommendation of the LASC.
- ii. Fee will not be adjusted in the subsequent semester, in cases where, leave of absence granted after 6 weeks of commencement of semester.

#### 6. Parameters/Guidelines for Re-registration and Fee Adjustment

- i. The student shall keep his/her registrations LIVE by paying re-registration fee of INR 10,000.00 +GST as applicable as per NIFT policy for each absents semester.
- ii. In case of NRI student availing Leave of Absence, the fee is paid on a yearly basis and, semester fee will be adjusted for the subsequent semesters.
- iii. In case, student has appeared in the end-term examination even for a subject, the fee will not be adjusted in the subsequent semester when he/she joins. In such case of NRI, only one semester fee will be adjusted. However, re-registration fee of INR 100,00.00 +GST as applicable will be paid for this treating as absents semester.

#### 7. Power to Relax

No provision of this policy will be relaxed except with the explicit approval of the Board of Governors of NIFT.