

**Punjab Engineering College**  
**(Deemed to be University), Chandigarh**

**Temporary Withdrawal / Semester Leave**

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Senate for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Unauthorized leave of absence for a period of four or more weeks at a stretch will result in automatic withdrawal from all courses in that semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when IAPC is fully satisfied of his/her state of health.

Application for leave of absence have to be addressed and submitted to the Convener DAPC Applied Sciences for 1st year UG students and Convener DAPC of respective discipline for 2nd to 4th year UG students.

**Rules & Procedures for Undergraduate Programmes**

**(Applicable to students admitted from Academic Session 2014-15 onwards)**