



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय  
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY  
नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय  
(A Central University under Ministry of Civil Aviation, Govt. of India)  
2013 में संसद के एक अधिनियम द्वारा स्थापित  
Established by an Act of Parliament in 2013

**Guidelines for Students Attendance and Leave Management :**

**No. Session-2024-25/01** (Amnd-I)

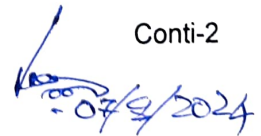
**1. Student Attendance Management:**

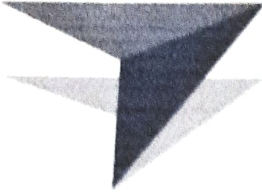
- 1) Each faculty subject-wise shall maintain a Student Attendance Register (Course wise/ Month wise).
- 2) Daily attendance shall be signed by concerned faculty indicating total students present & absent and counter signed by course coordinator (GMRAA/LSC). Absent student shall mark absent with red-ink.
- 3) After end of each month, on first day of working of University, Register shall be sent to RGNAU Academic Affairs Department for counter signature. Photocopy of the Register for month containing student monthly attendance shall take and file record shall also be maintained by RGNAU Academic Affairs Department.
- 4) After end of each month, consolidated soft copy statement of attendance of students' month wise and course wise (viz. BMS-1/2/3/4 semester, PGDAO-1/2 semester, BFFC- Batch wise) may please send by email at student.attendance@rgnau.ac.in
- 5) All Attendance Register must be serial numbered on each page and certificate in this regard to be made on first page containing Index of Page Numbers and Attendance Months, by the concerned faculty member. When register pages full after use, a new register to be opened and old register through Course Coordinator must be returned to the Academic Affairs Department for safe custody.

**2. Student Leave Management:**

- 1) Student shall apply the leave in the attached proforma (**Form No.-Stu. Leave 1**) and duly filled and signed should be submitted to concerned course coordinator (GMRAA/LSC) for his recommendation. In-case of emergency leave duly filled in a soft copy may be send by email by the concerned student to course coordinator and same may be send by email to student.leave@rgnau.ac.in.
- 2) Recommended leave shall be forwarded to the RGNAU Academic Affairs Department for approval by competent authority.

Conti-2

  
07/9/2024



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**3) Types of Leaves:**

Sl.No.	Types of Leave	Competent Authority	Procedure to follows
1	Local day time (7 am to 9 pm)	Head of Academics	Approved leave shall be shared to Warden and students must follows guidelines to leave and return to the hostel by Warden permission after proper entries at Hostel / Entry/Exit Gate Registers.
2	Leave for Hostel / Out of station permission. Please see <b>Note-1</b> below.		

**Note-1 :** Parents written permission ( Scanned or Photo On WhatsApp / Email ) shall be attached with leave application for leave required for Hostel Leave / Out of station permission.

  
(Dr. Sunil Garhwal)  
Consultant (Academic Affairs)  
For Registrar, RGNAU

**Distribution :**

1. RGNAU Course Coordinators: GMRAA/LSC
2. Academic Affairs: Internal distribution- Consultant (QAPC)/JF/RA/PA
3. PS to Registrar for information.