

## **3.5. Acceptance of Medical Certificates Submitted by Students for Course Work and Examinations**

### **3.5.1. Procedure for the Acceptance of Medical Certificates**

- 1 Students should support the absence from course work or examination due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:

- University Medical Officer (UMO)
- District Medical Officer
- Consultant Specialist in the particular field
- Head of a Government Base Hospital
- Medical Superintendent of a Provincial Ayurvedic Government Hospital
- Ayurvedic Physician registered in the Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Board.

- 2 Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Centre immediately.

If a student falls sick at home or elsewhere during sessions or examination time he/she or his /her guardian should inform the Dean of the respective Faculty within seven (7) days by telegram/fax/e-mail/text message followed by a letter indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

The Dean on receipt of such medical certificate/s should follow the following procedure:

- A. In case of Western Medical Certificates submitted by students to cover absence from course work or examination:
  - i. The medical certificate should be referred to the Chief Medical Officer (CMO) of the University for his/her observations and recommendations.
  - ii. The CMO in turn examines the certificate and if he/she wishes could summon the student for examination and thereafter send his/her observations and recommendations to the Dean.
  - iii. In cases where the CMO wishes to convene the Western Medical Board he/she may make arrangements to convene the Western Medical Board and refer the recommendations of the Board to the Dean.

- iv. The Dean on receipt of such recommendations from the CMO or Western Medical Board should send it to the Faculty Board for ratification.
- B. In the case of Ayurvedic Medical Certificates submitted by students to cover absence from course work or examinations, the following procedure should be followed:
- i. Ayurvedic medical certificates submitted by student in respect of absence from examinations or course work should be circulated among the members of the Ayurvedic Medical Board for their observations by the DR/SAR/AR in charge of student registration of each Faculty in consultation with the Deans of the respective Faculties.
  - ii. Each member of the Ayurvedic Medical Board may send his/her observations and recommendations on the face of the medical certificate to the Dean of the respective Faculty through the DR/SAR/AR of the Faculty.
  - iii. In cases where the opinions of the members of the Ayurvedic Medical Board vary, the DR/SAR/AR of the Faculty in consultation with the Dean of the Faculty may take steps to convene a meeting of the Ayurvedic Medical Board.
  - iv. If the members of the Ayurvedic Medical Board think that the medical certificates should be examined at a meeting of the Board, the Dean of the Faculty should be informed accordingly.
  - v. If the members wish to examine the student/s concerned, they could be summoned before the Medical Board through the Senior Assistant Registrar/Assistant Registrar of the Faculty.
  - vi. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.
  - vii. The original copies of the Ayurvedic Medical Certificate submitted by students should be kept in the files of the student/s concerned and copies of such certificates should be sent to the Chief Medical Officer for purposes of record.
- 3 When students request exemption from examinations or course work upon the basis of illness, the ultimate decision on the question of exemption, repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.

### 3.5.2. Medical Boards

There shall be two Medical Boards in the University, viz., Western Medical Board and Ayurvedic Medical Board.

#### A. Western Medical Board

##### *Composition*

The Western Medical Board shall consist of the Heads of the Departments of Medicine, Surgery and Psychiatry of the Faculty of Medicine or their nominees and the CMO of the University.

##### *Terms of Reference*

- i. The Western Medical Board shall consider cases where the Chief Medical Officer of the University has doubt about the validity of the grounds (including medical certificate) upon which the request of students to be excused for absence from course work of examinations.
- ii. The Chief Medical Officer of the University shall convene the Western Medical Board if and when necessary.
- iii. The Board has the right to call students before the Board when necessary for purposes of interview, examination and investigations.
- iv. Recommendations of the Medical Board should be sent to the Faculty Board through the Dean of the respective Faculty.

#### B. Ayurvedic Medical Board

##### *Composition*

The Ayurvedic Medical Board shall consist of three (3) persons appointed by the Senate of the University.

##### *Terms of Reference*

- i. The Ayurvedic Medical Board shall consider Ayurvedic Medical Certificates submitted by students requesting exemption from examinations or course work and make recommendations to the Senate through the Deans of the respective Faculties.
- ii. The Board shall meet at least once within a semester. The Senior Assistant Registrar/Assistant Registrar in charge of student registration in consultation with the Dean of the respective Faculty shall convene meetings of the Ayurvedic Medical Board whenever necessary and co-ordinate the work between the Faculty and the Ayurvedic Medical Board.
- iii. The Board has the right to call students before the Board when necessary for purposes of interviews, examination and investigations. Such requests should be sent to the students through the Senior Assistant

Registrar/Assistant Registrar in charge of student registration of each Faculty.

***Guidelines for the Functioning of the Ayurvedic Medical Board***

- i. When accepting Ayurvedic Medical Certificates, caution is to be exercised by accepting from only those who are registered in the Ayurvedic Medical Council.
- ii. General or special registered Ayurvedic Medical Practitioners could recommend, on any one occasion, leave up to 14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.
- iii. The decision on leave stipulated in Medical Certificates from Ayurvedic Hospitals, Government Dispensaries or Local Government Ayurvedic Dispensaries rests with the Board.
- iv. This Board possesses the right to question the validity of any Ayurvedic Medical Certificate.
- v. The Board possesses the right to summon before them any student submitting an Ayurvedic Medical Certificate, if necessary.