

## NOTICE

Date: 03/03/2026

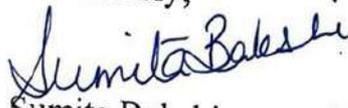
**This is to inform all concerned that the DAV College, Sector 10, Chandigarh has adopted the provision of Menstrual Leave for girl students with effect from the current academic session, in accordance with the guidelines issued by Panjab University.**

**The following terms and conditions shall apply :**

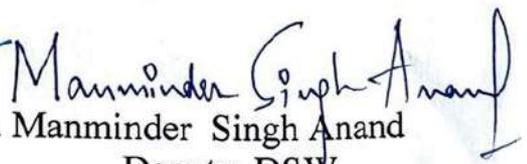
1. One day of leave of absence per calendar month shall be granted, provided teaching has taken place for at least fifteen (15) days in that month.
2. A maximum of four (4) days of leave may be availed per semester.
3. The leave shall be limited strictly to teaching days.
4. No leave shall be admissible during examinations (internal or external), whether theory or practical, including session /mid-semester and final/end-semester examinations.
5. The leave may be availed by submitting a prescribed form available on the online college website.
6. The leave shall be granted on the basis of self-certification by the student and shall be subject to approval by the registrar,
7. The application for leave must be submitted within five (5) working days of the date of absence.
8. The lectures delivered on the day of approved leave shall be added to the total lectures attended by the student for attendance calculation.
9. The leave shall be granted only for one day in a particular month and shall not be split over multiple days.

All students are advised to take note of the above and comply accordingly.

Yours sincerely,

  
Dr. Sumita Bakshi  
DSW

  
Dr. Purnima Sehgal  
Addl. DSW

  
Dr. Manminder Singh Anand  
Deputy, DSW



## MENSTRUAL LEAVE PROFORMA

Date : \_\_\_\_\_

1. Name of the Student : \_\_\_\_\_

2. Class : \_\_\_\_\_

3. Roll Number : \_\_\_\_\_

4. Session : \_\_\_\_\_

5. Father's Name : \_\_\_\_\_

6. Leave applied from : \_\_\_\_\_

### Declaration :

I hereby submit my request for menstrual leave for the period specified above. I acknowledge and fully comply with the institution's policy regarding menstrual leave. I affirm that the details provided in this application are true and accurate to the best of my knowledge.

Signature of the Student : \_\_\_\_\_