

# Notice

## Submission of Medical for the Semester II Examination

You are hereby strictly advised to adhere to the following guidelines in case of your absence from the semester examination regarding medical illness.

### Step 01 :

The relevant application form can be obtained from the faculty website and submit the duly filled application to the UMO along with the Medical Certificate. If a student wishes to submit the same medical certificate for both the theory and practical examinations, the medical certificate must be obtained from the Dean's Office upon the recommendation of the University Medical Officer. The student is required to submit the medical certificate to the relevant department for the practical examination.

### Step 02 :

You must update the details on SIS within seven (07) calendar days from the last day of medical leave indicated on the medical certificate. **This is compulsory.**

- Failure to update the SIS will result in your medical certificate being treated as invalid.
- When you update the SIS, it must be appeared as “waiting for approval” until it is recommended by CMO/MO & approved by the faculty board.

