

Medical Leave for Students Manual

Role	Event	Activity
<p>Student (UG, PG, Ph.D) (Patient)</p>	<p>OPD /Emergency reports to BCRTH.</p> <p>1. Patient may be kept for observation at Emergency / bed overnight or be advised rest in hostel and asked to report back after a few days.</p> <p>2. Admitted to BCRTH.</p> <p>3. Referred to tertiary hospital or home Treatment.</p>	<p>As advised by SMO (B.C.R.T.H) any of the following may happen :</p> <ol style="list-style-type: none"> 1. The attending doctor shall make entry for date and time of reporting at BCRTH and then again date and time of release after observations. The number of days kept under observation shall be considered to calculate no of days medical leave availed 2. If admitted to BCRTH, the attending doctor will make necessary entry and the entry shall be confirmed by the doctor-in-charge. The patient will get the fitness certificate, on recovery, with date and time release and also recommendation by the authority and the number of days at hospital will be used to calculate total no of medical leave availed 3. If patient is referred to tertiary hospital or home treatment it will be recorded in ERP ML system by authority. Patient needs to upload scanned copy of Annexure I duly signed .After recovery of the patient and release from hospital/home treatment student will have to upload the scanned copy of Annexure III, duly signed by medical specialist with copies of <ol style="list-style-type: none"> a) Treatment schedule. b) Test reports. c) Medicines prescribed. <p>Student reports to BCRTH with hard copy of the Annexure I and III duly signed with attachments. (test</p>

	<p>4. If student falls ill outside or at home.</p>	<p>reports, discharge certificate etc) BCRTH can either declare the student fit to join class or can decide on more medical tests to establish fitness. If found fit, student can rejoin IIT. The number of days at hospital will be used to calculate total no of medical leave availed If illness has not been cured BCRTH can extend medical leave as found appropriate. The cycle repeats again</p> <p>4. Student has to upload scanned copy of Annexure I, duly signed, which will recorded in ERP.</p> <p>Scanned copy of Annexure II duly signed by attending medical specialist will have to be uploaded at intervals.</p> <p>When released from Hospital/ or specialist doctor finds the student fit, student will upload duly signed Annexure III with copies of a) Treatment schedule. b) Test reports. c) Medicines prescribed.</p> <p>Student shall report to BCRTH with hard copy of the Annexure I, II and III duly signed and with attachments, like test reports, discharge certificate etc. BCRTH can either declare the student fit to join class or can decide on more medical tests to establish fitness. If found fit, student can rejoin IIT. The number of days at hospital will be used to calculate total no of medical leave availed If illness has not been cured BCRTH can extend medical leave as found appropriate. The cycle repeats again</p>
--	--	--

	<p>5. The student has to submit test reports/ and prescription duly signed by a specialist doctor. For cases treated in hospitals, the student has to submit discharge certificate</p> <p>Note: ERP system will calculate total medical leave daily per semester/year (July to December, January to July).</p> <p>For PG /MS/ Ph.D students if Medical leave exceeds more than 30 Days per academic year (i.e July to June) scholarship will stopped.</p> <p>For UG if total leave exceeds 30 Days/semester (July to December and January to June) medical withdrawal office order will issue for UG.</p>	<p><u>ERP link: Academic -->Student--> Medical link</u></p>
--	--	---