

No. CA/3/Pr1/RIT/2017

Office of the Principal
Rajiv Gandhi Institute of Technology
Kottayam, Dated : 14.08.2017

Notice

All undergraduate and post graduate students of this institution, belonging to MGU/KTU are advised to follow the **academic regulations** of the respective universities properly. Application for medical/long leave along with supportive documents, is to be submitted to the staff advisor, immediately upon returning from leave.

Principal will entertain the leave applications only if they are submitted in time and recommended by the staff advisors and Head of Department. Dr. Geetharanjin P.R (Dean, UG Studies) and Dr. M.S Jayamohan (Dean, PG Studies) are authorized to sanction medical/long leave of UG & PG students respectively, on behalf of the Principal.

Principal

Copy to:

- (1) All HODs
- (2) All Notice Boards
- (3) Dean (UG Studies)
- (4) Dean (PG Studies)
- (5) RIT Website