

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

No. <sup>1631</sup>1531/DUI/DS  
Dated: 10.4.24

**CIRCULAR**

This is for the information of all the Chairpersons/Directors/Coordinators of Departments/Institutes/Centres/Regional Centres & Rural Centre, Kauni that the Hon'ble Vice Chancellor, Panjab University, Chandigarh has implemented/granted Menstrual Leave in anticipation of the approval of Senate to the Girl Students of Panjab University, Chandigarh w.e.f. the odd semester of forthcoming Academic Session 2024-25 with the following terms and conditions:

- a) Grant of one day of leave of absence per calendar month of teaching where teaching has taken place for at least 15 days.
- b) A maximum of four days leave be given per semester.
- c) Leave be limited only to teaching days.
- d) In no case is such leave admissible during examinations (internal as well as external) whether theory or practical; whether sessional/mid semester or final/end semester.
- e) The leave may be availed on request by filling out a form available at the departmental office.
- f) The leave may be allowed by the Chairperson/Director.
- g) The leave be granted on the basis of self-certification by the student.
- h) The leave must be applied for within five working days of the absence of the student.
- i) The number of lectures actually delivered on that particular day be added to the total lectures attended by the student compiled at the end of each month.
- j) The leave be granted only for one day of a particular month and may not be split over two days or more.

  
Dean of University Instruction

**All the Chairpersons /Directors/Coordinators  
of Departments/Institutes/Centres  
(For circulation)**