



CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

CNLU STUDENTS MENSTRUAL LEAVE POLICY, 2024

(With Effect From 13.01.2025)

The objective of the Menstrual Leave Policy for female students is to support their health and well-being by offering the option to take leave during menstruation. Starting from the academic year 2024-25, the University will implement the ***CNLU Students Menstrual Leave Policy***. This policy aims to alleviate discomfort and manage health issues effectively, thereby enhancing academic performance and reducing related absenteeism. By fostering an inclusive and equitable environment, it seeks to normalize conversations around menstrual health, reduce stigma, and ensure accessible support for all students who need it, including providing compensatory attendance during the menstrual cycle. This assistance will help mitigate the health-related difficulties of attending classes during menstruation cycle.

1. SHORT TITLE & COMMENCEMENT

1.1. **Short Title:** This policy shall be known as the '***CNLU Students Menstrual Leave Policy***'.

1.2. **Commencement:** This policy shall come into effect from **13.01.2025**.

2. DEFINITIONS

In this policy, except where the context specifies otherwise:

2.1 Academic Leave:

Any student participating in curricular/co-curricular activities shall be entitled to a maximum leave of 8 working days in 1 (one) semester. The leave shall be granted only when document evidencing the participation of the student in the given activity is furnished to the satisfaction of the University authorities.

2.2. Deemed Attendance:

Treating students as present for a specific class or lecture despite their physical absence due to the menstrual cycle, as outlined in this policy. When attendance is granted under this policy, the student shall be recorded as "present" for the specific class or lecture for which they have requested menstrual leave provided the student is present online.

2.3 “Menstrual pain or discomfort” refers to any physical discomfort, pain, or related health issues that a student experiences during their menstrual cycle.

2.4 “Student” refers to any individual who menstruates and is enrolled in any program, including those who enroll in programs introduced after the implementation of this policy.

3. ELIGIBILITY

3.1. General Eligibility: A student undergoing a menstrual cycle is entitled to receive deemed attendance.

3.2. Overall Attendance Requirement:

The Attendance make-up under this provision is subject to the minimum attendance requirement of a minimum of 75% inclusive of the deemed attendance in each subject.

4. GRANT OF DEEMED ATTENDANCE

4.1. Grant of Deemed Attendance:

(a) Students are allowed to take two days of Deemed Attendance each month for any course, during teaching days, if they need to miss classes or lectures because of menstrual pain or discomfort.

Provided that, Menstrual leave is not permitted on examination days unless the student is hospitalized, as certified by the University doctor.

(b) Students can claim deemed attendance for up to 8 classes per subject within a single semester. This rule applies consistently across all courses taken during that semester.

(c) Students can claim deemed attendance for a maximum of 2 classes per subject each month. These 2 classes must be scheduled within a 5-day period of each other.

(d) A student availing menstrual leave cannot attend any other academic or sports event on those days.

Provided that a Students with irregular menstruation syndromes or menstrual disorders, including Polycystic Ovary Syndrome (PCOS), are eligible to claim deemed attendance for up to 8 classes per subject during a single semester, without being subject to the monthly cap of 2 classes per subject. These students must provide a medical certificate and supporting records, approved by the University Doctor, to the registrar's office

4.2. Non-Cumulative Leave: Unused menstrual leave expires at the end of each month and is ordinarily non-cumulative.

5. Distinct treatment of “Deemed Attendance” and “Academic Leave”

Deemed attendance shall be separate from the existing policy on academic leave. Deemed attendance and Academic Leave are distinct attendance-related practices.

Explanation – While students are eligible for deemed attendance as specified in this policy, they retain their eligibility to apply for Academic Leave in accordance with the specified rules and regulations related to Academic leave.

6. APPLICATION PROCEDURE

6.1. Application Form & Submission Process: Students must complete and submit the form specified in Annexure - I to the Registrar's Office to claim deemed attendance.

6.2. Submission Timeline: Completed forms must be submitted to the office of Registrar within 7 days following the absence related to the menstrual cycle in that specific calendar month.

6.3. Record Keeping: The Attendance Committee will maintain records of all applications and subject faculties include them in the final attendance calculation for those meeting the 75% attendance threshold.

6.4 The attendance committee will maintain a record of all submitted applications. When calculating the final aggregate attendance for the semester, the committee will mark students who meet the 75% attendance requirement as “present” for the classes or lectures where deemed attendance was granted.

Explanation- When calculating the final aggregate attendance, a student's application for deemed attendance will only be considered only when the student has at least 75% attendance in each individual subject, including any academic leave claimed.

7. GRIEVANCE REDRESSAL MECHANISM

7.1. The Attendance Committee will address complaints concerning the denial of leave or misuse of the deemed attendance provision by a student.

7.2. Filing of Complaint: Any aggrieved student can submit written grievances, including reasons and supporting documents related to the attendance make-up, if applicable, to the Attendance Committee (AC). The AC will resolve these grievances by hearing from the concerned student and will issue a decision within seven days of receiving the complaint.

7.3. Appeal: Decision by the Attendance Committee can be appealed to the Competent Authority within five working days and any decision by such authority shall be final and binding.

Click on the following Link to fill-in the details for Menstrual Leave:

https://docs.google.com/forms/d/e/1FAIpQLSd-ciYzXx_3hgHdDZ9ZAZx5WkZDIECIjVc4ZHxhbNjPQhFsow/viewform?usp=header