

2. MARRIAGE LEAVE

Students can avail marriage leave for her and for her siblings.

2.1 Student own Marriage

A Student can avail maximum 15 days leave for her own Marriage.

SOP's

- i. Student will submit an application Performa (Completely filled) to the class Incharge with attached all relevant documents e.g., wedding card or any other proof of wedding.
- ii. Class Incharge will forward the application to COD with comments.
- iii. COD will forward the application to the Director Student Affairs (DSA) for further process.
- iv. DSA will proceed the application as per rule and issue a notification of sanction of leave to all the concerned sectors.

Note:

It is mandatory for a Student to submit Marriage Certificate / Nikkah Nama after availing leave.

2.2 Students Siblings Marriage

Student can avail maximum 03 days leave for the marriage of her siblings. Student will submit the prescribed Performa of leave (Completely filled) to the Class Incharge. The class Incharge will forward the application Performa with comments to the Chairperson of the department for sanction.

3. MATERNITY LEAVE

Students can avail Maternity Leave for 90 days (as per approved by the Govt. of the Punjab/ LCWU) or as per request of the student which is not extended more than 90 days. The leave may be extended more than 90 days subject to provision of the medical certificate. In the extension of the leave student should freeze the semester. If student studying in 1st, 3rd, 5th or 7th semester at the time of maternity leave, student will be promoted to next semester considered as hardship case. Student will be appear in summer semester examination subject to clear her previous semester.

SOP's

- Student will submit an application Performa (Completely filled) to the class Incharge with attached all the relevant medical documents duly verified from the medical officer of the university.

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- Class Incharge will forward the application to COD with comments.
- COD will forward the application to the Director Student Affairs (DSA) for further process.
- DSA will proceed the application as per rule and issue a notification of sanction of leave to all concerned sectors.

4. LEGAL LEAVE (LEGAL /POLICE ISSUES FACED BY STUDENT)

If any student faces any legal/Police problems can apply for legal leave.

Sanction of Legal leave of the student will be processed by the "Student Grievance Committee". Table-2

Table-2 Student Grievance Committee

Sr.#	Members	Designation
1	Director of Student Affairs, LCWU, Lahore	Convener
2	Director Academics Planning, LCWU, Lahore	Member
3	Concerned Chairperson of Department, LCWU, Lahore	Member
4	Representative from Registrar Office, LCWU, Lahore	Member
5	Coordinator Students Affairs, LCWU, Lahore	Secretary

SOP's

- Student will submit an application Performa (Completely filled) to the class Incharge with attached all relevant documents/evidence.
- Class Incharge will forward the application to COD with comments.
- COD will forward the application to the Director Student Affairs (DSA) for further process.
- DSA will be responsible to conduct a meeting and will sanction the leave according to the case as per LCWU rules.
- DSA will issue a notification of sanction of student leave to all concerned sectors.

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