



POLICY FOR
MENSTRUAL LEAVE AT
NLIU, BHOPAL

CHAPTER I: PRELIMINARY

1. Short title and commencement

- (1) These rules may be called the “*Menstrual Leave Policy Rules*”
- (2) These rules shall come into force on such date as may be notified by the concerned authority.

2. Interpretation and Definitions:

In this policy, unless the context otherwise provides,

- (a) “Deemed Attendance” means treating a student as present for a particular class or lecture, despite their physical absence, due to reasons as specified in this policy. When deemed attendance is granted, the student shall be marked as “present” for that specific class or lecture for which they have claimed menstrual leave in accordance with this policy.
- (b) “Menstrual pain or discomfort” means any discomfort, pain, or associated health issues experienced by the student during their menstrual cycle.
- (c) “Student” means any student who menstruates, enrolled in any program as defined in the Ordinances of the National Law Institute University (I of 2023).

Explanation – This definition shall also include students who are enrolled in programs initiated after the commencement of this policy.

CHAPTER II: SCOPE, PURPOSE AND EXTENT

3. Eligibility

The eligibility for claiming deemed attendance in accordance with this policy shall extend to every female student enrolled in any program who experiences menstrual pain or discomfort related to menstruation which prevents them from attending classes.

Provided that at the time of calculation of the final aggregate attendance, the student must have at least 65% attendance in all the subjects taken individually.

Explanation – The 65% attendance criteria mentioned shall be calculated after the inclusion of the non-days claimed by the student.

4. Deemed Attendance on absence from classes due to menstrual pain or discomfort

- (a) The student shall be granted deemed attendance for specific classes or lectures for every course, as defined in the Ordinances of the National Law Institute University (I of 2023) that they are unable to attend due to menstrual pain or discomfort.
- (b) The student may claim deemed attendance for a maximum of 6 classes per subject during a single semester. This provision applies uniformly to all courses within a semester.
- (c) The student can only claim deemed attendance for a maximum of 2 classes per subject in a month. The 2 classes must be held within a span of 5 days from each other.

Provided that a student who has an irregular menstruation syndrome or any menstrual disorder including Polycystic ovary Syndrome (PCOS) shall be eligible to claim the deemed attendance for a maximum of 6 classes per subject during a single semester in any manner they want without the cap of 2 classes per subject in a month. Such a student shall be required to submit a medical certificate duly approved by the University Doctor to the Student Section.

5. Distinct treatment of “Deemed Attendance” and “Non-days”

Deemed attendance shall be separate from the existing policy on non-days. Deemed attendance and non-days 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 non-days in accordance with the specified rules and regulations related to non-days.

6. Application procedure

- (a) Students seeking deemed attendance for specific classes or lectures for any course under this policy, must initiate the process by completing the designated form provided in Annexure I of this policy.
- (b) Upon completion of the form and inclusion of all necessary details, students are required to submit the application form to the Student Section within 7 days of the day they are claiming the attendance.

- (c) The student section shall keep a record of all such applications submitted. The student section shall, at the time of calculating the final aggregate attendance for the semester, mark the student who fulfils the 65% attendance criteria as “present” for the specific class or lecture of the course, reflecting the deemed attendance granted.

Explanation- At the time of calculating the final aggregate attendance, the application for deemed attendance of a student shall only be considered if the student has a minimum of 65% attendance in all the individual subjects after including the non-days claimed (if any).

7. Submission timeline for deemed attendance request

- (a) Students who were unable to attend classes or lectures of any course due to menstrual pain or discomfort shall submit the application to the student section within 7 days of the day in which the absence occurred.

ANNEXURE-I

APPLICATION FORM

APPLICATION FOR MENSTRUAL LEAVE

Date:

I _____, of _____ Batch _____ Course, Roll No. _____ missed the following classes due to menstrual pain/discomfort. I kindly request that my absence from these classes be considered for deemed attendance, as outlined in the menstrual leave policy.

S. No.	Name of the Subject	Date of absence
1.		
2.		
3.		
4.		
5.		
6.		

(Signature of the Concerned Student)

RECEIPT OF MENSTRUAL LEAVE APPLICATION

The Menstrual Leave application submitted by _____ of _____ Batch, _____ Course, Roll No. _____ is hereby received. The deemed attendance shall be granted only if the concerned student has a minimum of 65% attendance in all the individual subjects at the end of the semester.

S. No.	Name of the Subject	Date of absence
1.		
2.		
3.		

(Student Section)