



Ref No: IQMC/04/Principal Office/25/12

Date: 21.04.2025

CIRCULAR

All faculty members and PGTs are hereby informed that any leave—Academic Leave (AL), or Official Duty (OD)—will be considered valid only after submission of the required documentation.

1. Leave applications must include the name, designation, and signature of the substitute during their absence.
2. The concerned HOD must review and endorse the adequacy of these arrangements before forwarding the application for final approval to the Principal's Office.
3. A copy of the participation or attendance certificate must be submitted to the Principal's Office within two (2) working days of re-joining duty, with a copy to HR.
4. Failure to comply with these requirements will result in the AL/OD leaves being treated as unauthorized absence, as applicable.

All HODs are requested to disseminate this circular and ensure strict adherence.

Neerja 21/4/25

Dr. Neerja Shastri
Principal

Distribution:

- A) Vice Principal
- B) MS
- C) Dean – Academics
- D) All Medical HODs/In-Charges
- E) Academic Section – to circulate among all concerned

• Principal
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur-713206, India