

STUDENTS' ATTENDANCE AND LEAVE RULES

1. Attendance Rules

- A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination.
- The student having class attendance less than 75% in a particular course will not be allowed to appear in the final examination of that course and will be required to repeat the course when offered again.
- Willful absence from classes for a period of four weeks at a stretch during a semester/summer session shall result in the automatic cancellation of the registration of a student from all courses in that semester/summer session.
- No make-up will be arranged for the Mid/Final Term, Assignments, Quizzes, Presentations Sessional Tests, etc.; if missed by the student(s), whatever the reason.
- The attendance shall be rounded up to two decimal places only.
- There shall be no make-up classes in order to make up for the shortage of attendance of any particular student.

2. Leave Rules

- A student can avail of two days of leave in a month in case of emergency or for any other genuine reasons.
- In case of any eventuality when the duration of leave is for more than two consecutive days, the leave application shall be countersigned by parents/guardians.
- If a student needs leave on medical grounds, he will submit a leave application duly supported with a medical certificate issued by an authorized medical officer, advising bed rest. The application must invariably be countersigned by parents/guardians.
- The leave application must be submitted before availing of the leave. However, in cases of emergency, the application should be submitted on the very first day of resuming classes by the student. Application submitted, later on, will not be entertained.
- A student who remains on leave(s) will not be given any relaxation in the minimum attendance requirement of 75%.
- In case, a student is allowed to attend classes or sit in any examination provisionally / as an interim measure by the order of any judicial or other authority, including a court of law, the university shall have the right to postpone the declaration of his / her result pending final determination of the dispute where for the proceedings were initiated and such provisional/interim steps were ordered. In case the determination is to the effect that the student was not eligible to take such an examination, the university shall have the further right to cancel the examination(s)/paper(s) provisionally taken under the interim order(s).

3. Leave procedure

- The teacher will regularly maintain the student attendance record and ensure that it is updated during each and every period by marking "P" in the relevant

box of the attendance roll when a student is present or marking "A" when absent.

- The teacher will avoid any overwriting and shall use the remarks column when the student record needs any alteration or explanation.
- The student desiring to avail leave will submit an application to the HoD/Director, who will check his / her attendance to confirm that he/she has not availed of two days of leaves during the month. If he/she had already availed the leave the HoD/Director may not allow the leave.
- At the end of each week/month, the teacher will finalize the attendance of the student in the card and prepare his / her follow-up progress report. He / She will submit the same to the respective Coordinator, who will forward it to the HoD / Dean with his / her comments.
- In addition, the concerned staff of the Department / Institute will be responsible to maintain the attendance record and will display class-wise attendance on the notice board. Moreover, the College / Institute has to forward the attendance profile at proper intervals to the Controller of Examinations / Registrar Office through Director / HoD and shall notify the shortage of attendance, if any, well before the commencement of examinations.
- No prior notice shall be required if a student is found short in his attendance and the University is either proposing to strike him/her off the roll or about to prevent him from examination because of a shortage in required attendance.

4. Late Admission

A migrated student shall produce a valid attendance record from the former institution at the time of admission. If the student gets late admission then he/she, himself/herself, is responsible to meet the attendance deficiency at his / her own risk and cost. He / She will not claim any relaxation in the minimum attendance requirement i.e. 75%. However, the institution may arrange special classes at the convenience of management and at the student's cost.

5. Non-Credit Classes

The attendance requirement for non-credit classes will be similar to the regular classes and it will be properly examined. A separate certificate for passing such courses will be awarded by the University.