

Attendance

Absentees: means **uninformed class miss as we deal it with Zero Tolerance**. Absentee reported will be instantly looked into.

However, in the case of three consecutive absentees, the college will call the student's residence to inquire about the reason for being absent and will call a guardian teacher meeting. In case of further consecutive absentees, the college reserves the right to strike off the student's name from college roll and disallow his/her entry into the college.

In addition to this, if total attendance of a student falls below 90 percentage at any specific time, the management may call a guardian teacher meeting and reserves the right to strike off the student's name from college roll incase students' attendance falls below 80 percentage and disallow his/her entry into the college.

Leaves:

- Electronic Leave Application (ELA) has to be filled through the SKANS portal to the respective teacher.
- In case of un-approved leave (s) (absentees) the teacher is not responsible to conduct separate tutorial for absent student.

Note:

A SMS alert shall be sent to student Parents / Guardian at the end of the day at notified cell number, so that they are informed about the absence of the student.

Testing

- The student must attempt their scheduled test, in case of test missed the guardian shall be informed on call or SMS.
- In case of continued ill-disciplined testing behavior on the part of student, this shall lead to meeting with the Parents or the Guardian as may be specified at the time of admission. The college reserves the right to strike off the student's name from college roll upon failure of taking two consecutive tests.

Note:

Electronic confirmation (EC) will be generated stating missed test(s), missed class(es) and arrangement for it accordingly.

Discipline

SKANS School of Accountancy value high level of moral character, ethical behavior and discipline during your study at SKANS.

Note:

SKANS college upon making a decision to struck-off a students will refund 50% of the fee. Student will not be permitted to take a fresh admission in any of the SKANS branches in Pakistan.