



CLASS ATTENDANCE POLICY

Students are expected not only to be regular in their class but also, they must observe punctuality as well. This is one of the keys of success in professional examinations. The school regards it an important factor and monitors student attendance rigorously.

Following steps are to be adhered with regards to student attendance:

- Students are required to submit a leave application. Leave without application is disallowed and the school management will have the right to inform your parents/guardian about such leave.
- If a student's remains absent for consecutive **three** days or beyond a specified percentage (predefined by the management but may vary from campus to campus), the School will call the student's residence to inquire about the reason of leaves. In case of further consecutive leaves, the School shall strike off the student's name from college roll and disable entry into the School.
- In case of disciplinary action, a student's tuition fee is non-refundable and if you wish to continue studies, you shall be required to deposit re-admission fee to the college and submit an undertaking of regularity in future.
- Should you wish to cover a missed lecture, please talk to your lecturer or Coordinator for makeup class or you may see one of the teacher assistants during school hours. In case of UN approved leave the teacher is not responsible to conduct separate tutorial for absent student.
- The Course Coordinator or an officer authorized, is empowered to remove your name from class attendance if, he/she believes that you have displayed a falsified behavior and also we reserve the right to report to the professional body.

Note

- *Whether or not your parents finance you, it is extremely important that you must care for your attendance in each class you have enrolled for.*
- *You must ensure that your name is called in the class, as once the class concludes you will not be able to get it marked, unless agreed upon and approved by your lecturer. If your name is not included, please see the Course Coordinator to update the attendance sheet*
- *Students who are admitted against re-registration cannot carry on classes with the batch in which they were enrolled before rather they would be admitted in new batch starting as fresh.*
- *An SMS alert should be sent to student parents/Guardian at the end of the day, so they can check the progress on daily basis, whereas portal service is also provided to ascertain the outcomes.*