

## ATTENDANCE RULES

Practice of attending regular classes makes a student responsible, disciplined and a good time manager. Regular class attendance is crucial for the education and overall development of students as it provides them with an **Active Learning Experience**. Explanations, clarifications, discussions, opportunities for feedback and group tasks etc. are invaluable components of an effective learning environment, the benefits of which can be availed of only by attending classes regularly.

The College expects that every student attends 100% of the lectures delivered in each subject during the session. In order to ensure regular attendance, the following attendance policy will be applicable:

### **ABSENCE FOR CONSECUTIVE FOUR WORKING DAYS**

Every student shall attend his/her classes on all working days unless he/she is granted leave by the College. If a student remains absent from his/her class for a period of four consecutive working days without authorized leave, his/her name will be struck off from the College rolls. Re-admission may be given in accordance with the rules of re-admission.

### **LEAVES**

**Approved Leave is counted as 'Absence'**. It is just an 'authorized absence' with zero attendance benefit, although no fine will be imposed for the authorized absence. The College will sanction leave only within the framework laid down by the University. Every student must have attended at least 75% of the total lectures delivered in every subject.

*(Note: The students are advised to judiciously plan their leaves.)*

### **EXEMPTION FOR ENTRANCE/PROFESSIONAL EXAMINATIONS**

A maximum of four day exemption per semester will be allowed to the students for appearing in CAT/MAT/SNAP/CA/CS and other professional examinations on the recommendation of the respective Class-Incharge subject to approval by the principal.

### **ATTENDANCE FOR MID SEMESTER TESTS AND OTHER ACTIVITIES**

Attendance in mid semester tests, extension lectures, industrial visits and other College events will be considered as lectures attended.

### **EXEMPTION FOR PARTICIPATION IN SPORTS AND EXTRA-CURRICULAR ACTIVITIES**

Students selected in various sports and extra-curricular events/ activities representing the College will be granted a reasonable number of exemptions subject to approval by the principal. Exemptions shall be given to only those students who shall be participating in events held outside the College.

### **PLEASE NOTE:**

1. No student will be granted permission to come late or leave before the College timings to attend any other class/activity outside the College.

**WARNING: IF A STUDENT FAILS TO MAINTAIN A MINIMUM OF 75% ATTENDANCE IN ALL SUBJECTS, THE COLLEGE WILL NOT SEND HIS/HER EXAMINATION FORM TO PANJAB UNIVERSITY.**

***(The Last date for calculating attendance will be two days before the date fixed by Panjab University for sending the examination forms)***

**ALSO, IF ANY STUDENT FAILS TO MAINTAIN 75% ATTENDANCE TILL THE LAST TEACHING DAY OF ACADEMIC SEMESTER, THEN HE/SHE WILL BE DETAINED STRAIGHTAWAY EVEN THOUGH HIS/HER EXAMINATION FORM HAS ALREADY BEEN SENT TO THE UNIVERSITY. *(The last teaching day shall be taken as one week before the commencement of End Semester Examinations)***

### **RULES FOR READMISSION**

A student can be re-admitted into a class as per rules laid down by the Panjab University. However, a student, whose name is struck off from the College rolls on account of absence for four consecutive working days in any subject, can be re-admitted only on the written request of the student within five working days of name struck off and after following the formal readmission procedure of the College. The readmission in such cases will be allowed only twice in an academic session after charging a Re-admission fee of Rs. 700/-. In case, the name of a student is struck off for the third time again due to four day continuous absence, he/ she will not be eligible to apply for readmission.

A student expelled on the grounds of '**Gross Misconduct**' will not be eligible for readmission.