

## Punctuality

- i) Latecomers are not allowed to the classes.
- ii) Students should maintain strict silence and be attentive in the classroom.
- iii) Students should be present in the classroom by the time the teacher enters the classroom.
- iv) Students should apply for leave of absence through the counsellor well in advance and avail leave only after it is sanctioned by the Head of the Department. Any student who avails leave or absents to the class may be given assignment on the topics that have been covered in the class which he/she should compulsorily submit, failing which, action shall be taken against the student.
- v) If any student absents to the classes without prior sanction of leave by the Head of the Department, the student should meet the Head of the Department on the following day and enter the reasons for his/her absence and sign in the register maintained for this purpose.
- vi) The Head of the Department may take appropriate action, including imposing a fine as applicable for each class absent. If this is repeated for more than three times, the student may not be permitted to attend classes till he/she brings his/her parents and the matter explained to the Head of the Department.
- vii) Students unable to attend the college due to genuine/valid reason should inform and apply for leave within 3 days of the occurrence of such reason and produce supporting evidence to that effect within 3 days after he / she starts attending classes. Any supporting evidence produced afterwards will not be considered.
- viii) The college may grade the students with respect to attendance in the following way. More than 95% -excellent, 90-95% -very good, 85-90%-good, 75-85%-satisfactory. The same will be mentioned in the student's certificate when required.
- ix) Students may not be given testimonials or recommendation letters, except in genuine cases if the attendance is less than 90% in the first three years or by the time of requirement of the testimonial / recommendation letter.
- x) The student's attendance record will be submitted to the companies conducting campus interviews, if they ask for the same. Students may not be even recommended for campus interviews, except in genuine cases, if the attendance is less than 90% during the first three years.
- xi) The students are informed that they have to fulfil the minimum attendance requirement of 75% in aggregate of all the subjects. They are advised to refer to the Academic Regulations, Course Structure and Detailed Syllabus Book supplied by the University for regulations governing the attendance.