

## STUDENT UNDERTAKING FOR ATTENDANCE POLICY (BBA)

This is to certify that I, \_\_\_\_\_, Application Number \_\_\_\_\_, will be joining Krea University as a student of the \_\_\_\_\_ programme. I understand that attendance is a vital component of academic engagement and success at the University, and I agree to comply with the expectations and the attendance policy outlined below:

**Important Note:** This document highlights key aspects of the attendance policy. The **detailed policy is provided in the Academic Manual**, which will be shared once the programme commences. It is the student's responsibility to read and understand the full policy.

- A student is required to maintain a minimum of 75% attendance in every registered course during the academic programme at the University.
- Attendance is recorded through the biometric system, and it is the student's responsibility to ensure that they mark their attendance on the biometric device upon entering the classroom.
- Misuse of the biometric system, including marking attendance without staying for class or leaving shortly after, will result in a penalty of three sessions marked absent per violation.
- The Office of Academic Administration (OAA) will update attendance weekly on the Student Information System (ERP), and students are expected to monitor their attendance regularly using the login credentials provided.
- No changes in attendance will be entertained once attendance has been finalised or after the publication of results.

### *Leave Policy*

- A student is not required to apply for leave if absenteeism stays within the prescribed 25% limit.
- In case of a planned absence, the student must apply for leave in ERP at least one week in advance.
- In case of a sudden or unplanned absence, the student must notify the BBA Programme Office via email and update ERP within one week of returning to campus.

- In case of prolonged illness or hospitalisation, the student must upload valid medical documents (e.g., medical certificates, discharge summaries, diagnostic reports) to ERP within one week of return for consideration.
- Medical leave will only be considered for absences of three days or more. One- or two-day OPD visits are generally not accepted for medical condonation.

#### *Attendance and Academic Penalties*

- Attendance between 70% and 75% will result in a grade-level drop [e.g. A + will be dropped to A]
- Attendance between 65% and 70% will result in a letter grade drop.[ e.g. A+ will be dropped to B+]
- Attendance below 65% will require the student to repeat the course with a subsequent batch(es).

**I hereby affirm that I have read and understood the University's Attendance Policy as outlined above. I agree to comply with all its provisions and understand that non-compliance may lead to academic penalties and/or disciplinary action. I also acknowledge that it is my responsibility to go through the detailed policy in the Academic Manual upon enrolment or any revised guidelines issued by the Office of Academic Administration and comply with the same.**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_