

## STUDENT UNDERTAKING FOR ATTENDANCE POLICY (SIAS)

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 and necessary aspects of the attendance policy. The **detailed policy** will be shared once the programme commences by the SIAS Academic Office. It is the student's responsibility to read and understand the full policy as well as any additional instructions provided by the SIAS Academic Office and/or respective course instructors

### Attendance Requirements (As per UGC and University Policy)

- A minimum of **75% attendance** is required in every registered course throughout the academic programme.
- If a student's attendance falls below 75%, they:
  - **Will not be permitted to submit final assignments/sit for final examinations.**
  - **Will receive a failing grade and will not be allowed to pass the course.**
- The allowed 25% absence covers:
  - Personal reasons
  - Short-term medical leave (e.g., one-day rest)
- In rare and well-documented cases of **extenuating circumstances** (e.g., long-term medical conditions/hospitalization), the attendance requirement may be **relaxed to 60%**. Such exceptions are **subject to approval** by the respective faculty and the Office of Academic Administration in addition to being validated by the University medical professionals (wherever applicable).

- **Please note that some course instructors may set a higher attendance requirement**, particularly for courses involving lab work (wherever applicable). In such cases, students must adhere to the attendance criteria **communicated by the instructor at the beginning of the course**.

### Biometric Attendance System

- Attendance is recorded through the biometric system.
- It is the **student's responsibility** to mark attendance upon entering the classroom.
- Misuse of the system, such as marking attendance and leaving shortly after, may lead to disciplinary penalty.
- Students are expected to regularly track their attendance using the login credentials provided. It is their responsibility to track this information and ensure that they are meeting the eligibility criteria for attendance in order to pass the course.
- If there are any discrepancies in the attendance records maintained by the faculty, the student should report the same immediately to faculty/teaching fellow (wherever applicable)
- No changes in attendance will be entertained *at all* once:
  - It has been finalised by the instructor, or
  - After the publication of results.

### Leave Policy

- **Planned Absence:** Apply for leave on ERP **at least one week in advance**.
- **Unplanned Absence:** Update ERP **within three days** of returning to campus.
- **Prolonged Illness/Hospitalisation:**
  - Upload valid medical documents (e.g., certificates, discharge summaries, diagnostic reports) on ERP.
  - All documents will be verified by University medical professionals/University Health Centre/University mental health professionals.
- **Extra-curricular Absences:**
  - Must be formally communicated by the Office of Student Life (OSL).



- OSL will provide all necessary information to eligible students representing the University in official extracurricular/co-curricular activities.

**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 upon enrolment or any revised guidelines issued by the SIAS Academic Office and comply with the same.**

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

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

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

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