

## Attendance Policy

Department: PW IOI			Policy Effective From: 02 <sup>nd</sup> Sept 2024		
Policy Change Status					
Policy Version	Revision Dates	Prepared by	Reviewed by	Approved by	Changes type
1.0	2nd September 2024	Anukul Nitin	Ankur Gupta	Gopal Sharma	New

### **Objective:**

The Attendance Policy ensures that students maintain a high commitment to their academic and training programs by regularly attending classes, workshops, and related activities. This policy outlines the attendance requirements, procedures for reporting absences, and consequences of non-compliance.

### **Attendance Requirements:**

#### **1. Attendance:**

- Students must achieve a minimum of **70% overall attendance** every month to continue in the program.
- Test and Assessment should be **100%** attendance

### **Reporting Absences:**

#### **1. Planned Absences:**

- Students who anticipate being absent from a class or campus activity must inform the Institute and seek approval where necessary.
- Leave requests must be raised through [this form](#) and wait for approval, the leave will be considered valid only if approved by the authority (The approval might take 24 hours and hence the request should be raised at least 2 days in advance).

#### **2. Unplanned Absences:**

- In case of unexpected absences due to illness or emergencies, students must notify the Institute as soon as possible with valid proofs.
- The warden can fill out the leave application on behalf of the applicant in case of an emergency.
- A medical certificate from a registered practitioner may be required if the absence extends beyond 4 days due to medical reasons.

#### **3. Leave of Absence:**

- Extended leave of absence may be granted in special circumstances, such as serious illness, family emergencies, or other significant reasons.
- Requests for extended leave must be made in **writing** and approved by the Institute's administration.

#### **4. Academic Concession Pass:**

**(Definition:** The Academic Concession Pass permits you to miss classes for the specified subject to focus on a project or extracurricular tasks while remaining on campus. This pass does not allow you to skip other classes, stay back at the hostel, or leave the campus.)

- **This policy is not valid for the first month of any new semester**
- To apply for Academic Concession Pass, you have to fulfil the following conditions:

- i. 100% attendance in a weekly test of the previous month for the concerned subject for which you are seeking concession
  - ii. 80% and above cumulative score in all the test
    - iii. 70% overall attendance for the previous month.
      - In case the above conditions are met, you will be awarded a concession pass for the concerned lectures for a maximum period of 1 month
      - While you are awarded the concession pass still you have to attend all the assessments for the concerned subject maintaining the same criteria for assessment as mentioned above.
      - Note:
  - i. Misuse of the Academic Concession Pass, such as skipping unauthorized classes or violating campus policies, may result in the immediate revocation of the pass and potential disciplinary action.
    - ii. The pass must be used responsibly, and its issuance is subject to review and termination by the subject matter expert if deemed necessary.
5. **Note:**
- If leave is not applied for, parents will be notified immediately.
  - In the case of planned leave, you must apply for the leave before **5 days**

#### *Monitoring and Notification:*

1. **Attendance Monitoring:**
  - The attendance will be reviewed monthly and the progress will be monitored.
  - Students falling below the required attendance levels will receive a warning notification from the Institute every month.
2. **Parent Notification:**
  - If the student is not present for **3 consecutive** days in a week, the parents will be notified over call.
  - If absent for **6 consecutive** days parents will be called to the campus offline (In case of invalid reasons)
  - If parents fail to visit the campus within 6 days of being notified, student will be debarred from hostel and campus. (notified via a formal mail and call)
  - In case of escalation from the team members regarding attendance will be notified to the parents on a priority basis.
  - If a student's attendance drops below **70%**, both the student and their parents/guardians will be notified through calls.
3. **Probation and Remediation:**
  - The student will be placed under an Academic Probation for the subject in which they have less than 70% attendance and they will be awarded with an extra assignment which they have to complete within the given time frame in the presence of TA on campus.
  - The assignment will be followed by a test case to case basis.
  - Failure to complete the assignment in the given time frame will result in disciplinary actions.
  - Failure to improve attendance within the specified period may result in further disciplinary actions, including removal from the program.
  - Low scores on the probation test may result in disciplinary actions. (The attendance committee will define the consequences case to a case basis)
  - Weekly progress reports will be tracked for improvement

#### *Consequences of Non-Compliance:*

1. **Probation and Termination:**
  - If a student's cumulative attendance remains below **70% for three** consecutive months, the student may be **expelled** from the institution.
2. **Permanent Termination:**
  - Scoring poorly in the probation assessment or failure to submit the assignment in a given time may result in **permanent termination** from the program.

- In case of absence of **15 days** or more without prior approval might result in **permanent termination**.
- 3. **Eligibility for Placement:**
  - If the student is under academic probation, they have to clear the assignment to be eligible for the placement-related activities.
- 4. **Repeat Offenses:**
  - Repeat offenses, such as chronic absenteeism or habitual late arrivals, may lead to more severe penalties, including suspension or permanent dismissal from the program.

*Exceptional Circumstances:*

1. **Medical and Compassionate Grounds:**
  - Absences due to verified medical conditions, emergencies, or other compassionate reasons will be evaluated on a case-by-case basis.
  - Students must provide appropriate documentation to support their request for special consideration.
2. **Special Accommodations:**
  - Students with disabilities or those who require special accommodations will be provided with a modified attendance plan following their needs and in compliance with relevant policies.

*Appeals Process:*

1. **Attendance Appeals:**
  - Students who believe their attendance record is inaccurate or who have extenuating circumstances that affected their attendance may appeal in writing to the Institute's administration.
  - Appeals must be submitted within a specified timeframe, and the decision of the administration will be final.
2. **Review and Reinstatement:**
  - Students who are reinstated after an appeal or probation will have their attendance monitored closely to ensure continued compliance with the policy.

Note: The attendance policy and actions are not limited to the above-stated pointers, disciplinary actions and rules can be improvised case-to-case basis.

### **Acknowledgement**

By signing below, I acknowledge that I have read and understood the Attendance Policy of the PW Institute of Innovation and agree to support my child in adhering to its terms.

Students Name:

Student Signature:

Parent/Guardian's Signature: \_\_\_\_\_

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

Parent/Guardian Name:

Parent/Guardian's Contact Information:

Phone Number:

Email Address: