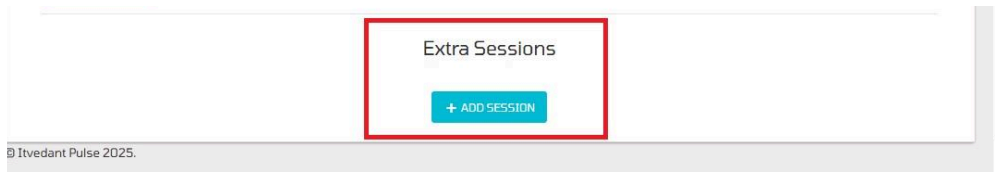


## When to Use “Extra Hours”



Use the “**Extra Hours**” option when sessions are conducted outside the scheduled timeline for the following scenarios:

### 1. Completion Support

- If **additional hours** are required to complete any pending or lengthy topic,  
➤ Mark the session under **Extra Hours**.

### 2. Revision Sessions

- When a **revision session** is conducted for previously taught content,  
➤ Mark the session under **Extra Hours**.

### 3. Alternate Sessions taken by anyone other than Batch Trainer for Cancelled Lectures

- If a session is conducted as an **alternate for a cancelled lecture to avoid cancellation and utilize learners' time**.  
➤ Mark the session under **Extra Hours**.

### Important Note

- Always update the **attendance** for extra sessions, just like regular sessions.
- Mention the **purpose of the extra session** (e.g., "Revision", "Topic Completion", "Cancelled Class Recovery- GIT Session") in the topic name section.