

PW Institute of Innovation Attendance Policy

Policy Version	Policy Distribution	Created Date	Effective Date	Created By	Approved By
2.0	IOI Students (All Batches)	September 17, 2024	September 24, 2024	Pankaj Kumar Jha	Gopal Sharma

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%**

2. 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](#).

3. Unplanned Absences:

- In case of unexpected absences due to illness or emergencies, students must notify the Institute as soon as possible with valid proof.
- A medical certificate from a registered practitioner may be required if the absence extends beyond 4 days due to medical reasons.

4. 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 Student Success Team.

5. **Academic Concession Pass**(**Definition:** The Academic Concession Pass permits you to skip 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.)

Concession Pass must be raised through [this form](#) & once approved by a concerned approver it would be considered.

- a. This policy is not valid for the first month of any new semester
 - b. To apply for Academic Concession Pass, you have to fulfill 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 for that subject
 - iii. 70% overall attendance for the previous month.
 - c. 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
 - d. 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.
 - e. 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.
- **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 **2 days**.

Monitoring and Notification:

1. Attendance Monitoring:

- a. The attendance will be reviewed monthly, and the progress will be monitored.
- b. Students falling below the required attendance levels will receive a warning notification from the Institute every month.

2. Parent Notification:

- a. If the student is not present for **3 consecutive** days in a week, the parents will be notified over call.
- b. If the student is not present for 6 days in a week, the parents will be

notified over a call (In case student fails to provide a valid reason/documents in case of medical reasons)

- c. In case of escalation from the team members regarding attendance will be notified to the parents on a priority basis.
- d. If a student's attendance drops below **70%**, both the student and their parents/guardians will be notified via formal mail and calls.

Consequences of Non-Compliance:

1. Probation and Termination:

- a. If a student's cumulative attendance remains below **70% for three** consecutive months, the student may be **expelled** from the institution. (Exception to be considered for informed/approved medical reasons & family emergencies)

2. Permanent Termination:

- a. Scoring poorly in the probation assessment or failure to submit the assignment in a given time may result in **permanent termination** from the program.
- b. In the case of absence of **15 days** or more without prior approval might result in **permanent termination**.

3. Repeat Low Attendance

- a. Repeat offenses, such as chronic absenteeism or habitual late arrivals, may lead to more severe penalties, including suspension or permanent dismissal from the program.

4. Scholarship Impact:

- a. Students with less than 80% of attendance in the previous semester would not be eligible to apply for a scholarship for the next semester.

Exceptional Circumstances:

1. Medical and Compassionate Grounds:

- a. Absences due to verified medical conditions, emergencies, or other compassionate reasons will be evaluated on a case-by-case basis.
- b. Students must provide appropriate documentation to support their request for special consideration.

2. Special Accommodations:

- a. Students with disabilities or those who require special accommodation will be provided with a modified attendance plan following their needs and in compliance with relevant policies.

Appeals Process:

1. Attendance Appeals:

- a. Students who believe their attendance record is inaccurate or who have extenuating circumstances that affected their attendance may appeal via raising a support ticket to the student success team.
- b. Appeals must be submitted within 7 days via raising a ticket from the Contact Us section on LMS, and if the appeal is not made within 7 days, the decision of the administration will be final.

2. Review and Reinstatement:

- a. Students who are reinstated after an appeal or probation will have their attendance monitored closely to ensure continued compliance with the policy.

Note:

1. The attendance policy and actions are not limited to the above-stated pointers, disciplinary actions and rules can be improvised case-to-case basis.
2. IOI reserves the right to change, revise, withdraw, or add to its policies, processes, procedures, or guidance at any time, at its sole discretion.

Acknowledgment

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: