



PW Institute of Innovation Attendance Policy

Policy Version	Policy Distribution	Created Date	Effective Date	Created By	Approved By
1.0	IOI Students (All Batches)	September 17, 2024	September 24, 2024	Pankaj Kumar Jha	Gopal Sharma
1.1	IOI Students (All Batches)	January 09, 2025	January 10, 2025	Pankaj Kumar Jha , Himanshu Shekhar	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 are required to maintain a minimum of 70% overall attendance in each subject on a monthly and semester basis.
- Test and assessment attendance 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 the appropriate 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 four days.

4. Leave of Absence:

- Extended leave 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 (SST).

Monitoring and Notification:

1. Attendance Monitoring:

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

0. Notification Levels:

Level	Condition	Action
Level 1	Absence of 3 consecutive days.	The SST team will make a call to the student.
Level 2	Absence of more than 7 consecutive days.	A formal notification will be sent to parents via email, SMS or Video call.
Level 3	Student's attendance falls below 70% in any subject.	Student will not be allowed to appear in fortnightly tests for that subject. - A warning letter will be issued to parents.
Level 4	<70% attendance for two consecutive months in any subject.	Students will not be allowed to participate in any fortnightly test for that subject. A call and/or formal letter will be sent to the parents.
Level 5	Student's attendance is below 70% for the semester in any subject.	Student will not be permitted to appear for final exams of that subject.

Final Exam Eligibility:

- Students must maintain a minimum of 70% attendance to be eligible for the final exam.
- Exceptions will only be considered for documented medical conditions, family emergencies, or other approved reasons.

Consequences of Non-Compliance:

1. Academic Progression:

- Students failing to pass the semester due to low attendance will need to clear their exams in the subsequent semester.
- Failure to do so will result in **termination or permanent dismissal** from the program.

2. Placement and Internship Opportunities:

- Low semester scores or failed semesters due to attendance will **negatively impact placement and internship opportunities**.

3. Probation and Termination:

- If a student's cumulative attendance remains below 70% for three consecutive months, the student may be expelled from the institution. Exceptions will be considered for informed/approved medical reasons and family emergencies.

4. Permanent Termination:

- Scoring poorly in probation assessments or failing to submit assignments on time may result in permanent termination from the program.
- Absences of 15 days or more without prior approval may result in permanent termination.

5. Repeat Low Attendance:

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

6. Scholarship Impact:

- Students with less than 80% attendance in the previous semester will not be eligible to apply for scholarships for the next semester.

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.
- Appropriate documentation must be provided to support requests for special consideration.

2. Special Accommodations:

- Students with disabilities or those requiring special accommodations will be provided with a modified attendance plan tailored to their needs and in compliance with relevant policies.
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Appeals Process:

1. Attendance Appeals:

- Students who believe their attendance record is inaccurate or who have extenuating circumstances affecting their attendance may appeal via a support ticket to the Student Success Team.
- Appeals must be submitted within seven days of notification. If no appeal is made within this period, the administration's decision will be final.

2. Review and Reinstatement:

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