

# ATTENDANCE POLICY

## ATTENDANCE

It is mandatory for every student to have a minimum of 60% attendance for each course and average attendance of 75%. A 100% attendance is required for tutorials, guest lectures and seminars, training programs, industrial visit and events as per norms.

The Leave of Absence will be considered only in case of the student's own sickness, sickness of parents, death of parents, own marriage, brother's / sister's marriage, etc., supported by valid evidence, documentary or otherwise. The students who are not fulfilling the minimum required attendance of 60% for each course and an average attendance of 75%, shall be debarred from appearing for the examination. The defaulters are not allowed to keep terms and may make an appeal to the Director within 3 days from the date of display of the notice. If deemed fit after giving personal hearing to every student falling short of minimum attendance for keeping terms, the attendance committee will give the final decision. The attendance committee will recommend case by case to the Director / Competent Authority after verifying the credibility of the excuse submitted and gravity of the problem that justifies the absence of the student

In case of medical reasons the student is not allowed to take the exam as the student has missed the minimum input required in a regular professional course like, Management Education. The decision of the Director / Competent Authority shall be final and binding. For serious medical conditions or students institutional activities the minimum 60 % requirement per subject and 75 % overall, can be condoned by the Director after the case is placed by the Attendance Committee. The debarred students who have less than 60% attendance in the course(s) can register for that subject(s) by paying an amount of ₹ 5000/- per subject as Registration Fee. However, registration fees for medical reasons are exempted. The registration fee includes one time tutorial and examination fee. On successful completion of the examination, the student will be allowed to complete the course.

## RULES FOR STANDARD OF PASSING

- i) In order to pass in a subject / paper in any Semester of the PGDM, PGDM - Marketing Program, a student must obtain a minimum of 50 % marks in that subject.
- ii) Under the credit based grading system of PGDM, PGDM – Marketing Programs a student in order to pass has to obtain minimum 50% marks in each set of the examinations separately i.e. internal and end-semester examination, as per the standard of passing.
- iii) A student, who does not obtain minimum 50% marks in subject(s)/ paper(s)/ course(s) either in the internal assessment or in the end-semester examination or both, shall be declared as “Fail” as per the standard of passing of examination.
- iv) A student who has failed in more than two subjects/ papers/ courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first year PGDM program. He/She will, however, be eligible to re-appear for the subjects in which he/ she has failed in the first semester by re-registering himself/herself in the supplementary examination to be conducted by the institute.
- v) A student obtaining less than 50 % marks in more than two papers in any one semester be deemed to have failed at that semester and shall not be permitted to proceed to the next semester. He / she will, however, be eligible to repeat the same semester program in the following year.
- vi) A student obtaining less than 50 % marks in two or less than two papers in the First semester examination be permitted to attend Second semester of the First year.
- vii) A student failing in two or less than two subjects in the First or Second Semester examinations be required to reappear in the supplementary examinations, as the case may be, to be held at the end of the First and the Second Semester conducted by the Institute. The supplementary examinations will be held at the end of the respective Semesters.
- viii) In order to be eligible for admission to the Third Semester of the Second Year course, a student must have passed in all papers of the First and the Second Semester Examinations conducted by the Institute.
- ix) A student failing in two or less than two subjects in the Third or the Fourth Semester examinations be required to reappear in the supplementary examinations, as the case may be, to be held at the end of the Third and the Fourth Semester (Internal Exam only) conducted by the Institute. The supplementary examinations will be held at the end of the respective Semester.
- x) A student failing in two or less than two subjects in any semester be permitted to reappear for the supplementary examinations. The fee for Re-registration & Examination is ₹500/- per subject.
- xi) A student will be permitted to appear for two consecutive supplementary tests only in the failed subject at the end of semester.
- xii) A student who has passed in all of the semester examinations of PGDM i.e. Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re-register himself/ herself for improvement of his/her semester examination results.
- xiii) A student who has not appeared in the examinations conducted by the institute due to hospitalization shall as a special case be permitted to appear in those subject(s)/ course(s)/ paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Director of the institute.