

SICK LEAVE POLICY Students are eligible for up to 10 days of sick leave per semester. A valid medical certificate must be submitted within 3 working days. Approval from the Head of Department is mandatory. Extended leave beyond 10 days requires principal approval.

ATTENDANCE POLICY Minimum 75% attendance is compulsory to appear for semester examinations. Students falling short due to medical reasons may apply for condonation with supporting documents.

GRADING RUBRIC Grades are awarded based on Internal Assessment (40%) and Semester End Examination (60%). Letter grades: S, A, B, C, D, F.

ACADEMIC CALENDAR Semester Start: January 15 Midterm Examination: March 10 Attendance
Lock Date: April 1 Semester End Examination: May 25

IT AND WIFI POLICY Students must register devices with the IT department. Sharing login credentials is strictly prohibited. Violations may result in suspension of network access.

DISCIPLINARY POLICY Any form of academic malpractice, plagiarism, or misconduct will be reviewed by the disciplinary committee. Penalties may include grade cancellation or suspension.