

ATTENDANCE POLICY:

School of Law (SOL) is committed to promote and enhance student engagement and participation across all the programmes taught at its campus.

The Attendance Policy provides clear guidance for students enrolled for various courses at the campuses of School of Law and also for the academics and administrative staff who implement the policies. The attendance policy ensures School of Law's commitment to make sure that students' engagement and participation is achieved to a satisfactory level which allows them to cover the learning outcomes of the subjects taken in their course of study.

Academic activities requiring student participation

Students' participation includes, *inter alia*, attendance at the following contact sessions:

- *Attendance at any lecture, tutorial or seminar (as relevant to the level of study); tests/TCA, examination,*
- *Attendance at any meeting with program coordinator or lecture,*
- *Attendance at a viva,*
- *Attendance at ceremonies and Chairman's/principal's addresses.*

If a student whose attendance falls short or fails to attend TEN (10) consecutive contact sessions at any time in the programme during an academic year and fails to obtain authorisation for this absence from the principal/vice-principal in writing in advance, SOL has the right to withdraw the student from the course or impose a fine (Rs. 500 per absence).

Once a student has arrived and enrolled on the course, his/her continued participation is monitored by recording the attendance. The attendance for every contact session taken on the register is logged into our system

Attendance monitored by daily register

Attendance will be monitored on a daily basis by administrator(s) of the respective programmes to ensure that non-attendance is recognised at the earliest opportunity.

Any student who misses 3 consecutive contact sessions will be contacted by the SOL admin team to ascertain the reason for the absence and will be made aware of the consequences of not taking the authorisation of the absences. Student will be required to submit reason(s) of his/her absence in writing to the vice-principal.

If a student misses 5 consecutive contact sessions a written warning will be sent to him/her and his/her parents/sponsors about the unauthorised absences.

If the student again fails to report to the vice-principal in writing and misses 10 consecutive contact sessions, the student shall be **withdrawn from the course** and will be informed accordingly or fined (Rs. 500 per absence).

Once a student is withdrawn from the course due to unauthorised absences in an academic year; the full fee of that academic year will become payable forthwith which will be recovered through legal means if not paid by the student on demand.

A list of withdrawn students under this policy will be placed on the campus notice board.

We expect a student to attend all contact sessions required however, we recognise that this may not always be possible, therefore, a minimum attendance of 80% is considered satisfactory. There is mandatory limit of 75% and this is the minimum required under this policy.

Disruption in the class

We understand that when students come to class late or leave the class whilst the lecture is in progress it can disrupt the flow of a lecture or discussion, distract other students and impede learning. Moreover, if left unchecked, lateness or leaving the class can become chronic and spread throughout the class. To check such disruptions, the Institute follows a policy that if a student is absent from the beginning of the lecture by more than 15 minutes or leave the class while the lecture is in progress without permission, he/she will be marked absent for that lecture. The late comers may be allowed to sit in the lecture with the permission of the lecturer if in the judgement of the lecturer it does not disrupt the lecture or distract other students.

Authorised Absences

Students' absences could be authorised by the principal/vice-principal on the basis of health conditions, bereavement or any other mitigating circumstances preventing students from attending the contact sessions. The student must provide documentary evidence justifying the reason of his/her absence. The following may be considered reasons for an authorised absence:

1. Medical appointments that could not be made outside scheduled academic activity hours
2. Attendance at a funeral or wedding of a close family member
3. Severe travel disruption that leaves students with no means of getting to the Institute by public transport
4. Genuine family emergencies
5. Illness (evidenced by medical certificate)
6. Severe weather conditions

The student must notify the vice-principal in writing, in advance if possible or as soon as practically possible to get his/her absence(s) authorised.

Authorisation can be refused in the absence of satisfactory evidence/reason.

Authorised absence will be recorded on the student record and will not be taken into account while calculating the shortage of attendance.

Appeal against withdrawal from the course:

All those students who are withdrawn from the course under this policy can appeal against their withdrawal.

Appeal can be filed within **14 days** from the date of withdrawal and it will be heard within **7 working days** from the date of submission.

The appeal must be made using a prescribed appeal form with supporting documents and appropriate fee and the appeal will be heard at the principal's office by the disciplinary committee headed by the Principal.

The decision of the committee will be final.

Review of policy

The policy will be reviewed on a yearly basis or as and when necessary in the light of revised regulations and the policies prevalent in validating university.

