

## **REGULARITY RECORD (Absence, Leave, late arrival/ early departure)**

1. Punctuality is to be observed by all in the campus. All the students must present themselves in class room 5 minutes before the start of the class. Late comers (beyond 5 minutes) are not permitted to enter the class.
2. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic discipline. According to the directives of CTEVT, to be eligible for final examinations, a student must have a minimum of 90% attendance. A student can be debarred from the CTEVT final examination if s/he fails to get 90 % attendance.
3. Absence from the institute without leave is not tolerated expect when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.
4. After an absence from the class the reasons for the absence must be entered briefly in the Regularity Record under 'Absent' in the calendar. Reasons of private nature may be submitted in a letter. Parents / Guardians are expected to give prior intimation to the institute of their ward's absence.
5. Unauthorized absence from the institute exceeding 10 calendar days, is an indication that the student has abandoned the course of study in the institute. Hence the student's name may be struck off the rolls, and s/he may not be readmitted to the institute.
6. An absence due to illness for two or more days, besides being entered in the Regularity Record under "Absent" must be accompanied by a doctor's prescription, certificate and medical bills.
7. Leave for religious ceremonies or special occasions must be obtained beforehand.
8. Leave for absence for reasons as birthdays, excursions, festivals, wedding, time to study for an examination are not considered sufficient.
9. A leave granted must be recorded in the Regularity Record under 'Leave' in the calendar. This must be signed by Principal or his delegate.
10. Early Departure: It is availed when there is an emergency at home or when student falls sick.
11. In case a student falls sick/meets with any accident in the institute premises s/he can be helped with immediate first aid only. The parents will be informed and are expected to come and attend immediately. It is important to give the correct contact numbers on time, and notify the office in case of change.
12. Late arrival to institute is a breach of discipline. A student who comes late to institute must enter the date and time of arrival into the Regularity Record under 'Late'.
13. Five late arrivals will result in parents being called to the office of Principal. Ten late arrivals will result in serious warning.
14. The institute declines all responsibility if through failure to produce a letter giving reasons for his/her absence or delay, s/he is obliged to return home during class hours.
15. It is mandatory for a student to attend the institute on days marked "Compulsory Attendance". Defaulters are asked to pay a fine of Rs. 500/-. In case of sickness or any other serious reason the matter must be notified to the Principal or his nominee with relevant documents on the same day or earlier.
16. Irregular attendance, ill health, stealing, disobedience, bad conduct in or out of the Institute or habitual unsatisfactory work will render a student liable to be dismissed at any time by the authorities. In such a matter, the Principal's/his delegate's decision is final.