

### **RULES REGARDING ATTENDANCE:**

1. Students must be present in college from 9:00 AM to 4:00 PM
2. Lunch Break: 30 minutes
3. Students are expected to be in the College premises 15 minutes before schedule.
4. Students won't be allowed to enter college premises after lunch break
5. Any student, who is absent for one day, he/she must take permission from the class teacher/HOD to attend the classes the next day. If any student is absent for any period, he/she will be treated as absent for the whole day.
6. Any student, who is absent for two consecutive days, he/she must take permission from the Principal/HOD in the next day to attend the classes. The letter must be forwarded from the class teacher before appearing the Principal/HOD for permission.
7. If any student is absent for consecutive more than two days, he/she must appear before the disciplinary committee on next Monday at 04:00 PM. Till that time, he/she will be suspended from attending any further classes. The letter must be forwarded from the class teacher and then from the Principal/HOD before appearing the disciplinary committee on next Monday at 04:00 PM.
8. If any student has taken leave for any valid reason with prior intimation, then he/she will be allowed to attend regular classes after getting permission from Principal/HOD. The leave application must be forwarded from the class teacher before appearing the Principal/HOD for permission.
9. The leave application must be addressed to the Principal/HOD through HOD.
10. If anyone is absent for more than seven days without intimation, then his/her name will be struck out from the IEM CRP Online Register, and he/she must take readmission following the due process of the institute.
11. Attending a minimum of 75% in each class held as per the routine of that semester is mandatory for becoming eligible for appearing in the semester examination conducted by IEM Kolkata. However, it is expected that each student will attend 100% of the classes.
12. All students must enter the institute's gate in the academic building on or before 09:12 AM to attend the classes from the first period. Failing which, a student may be allowed to attend the second class onwards by sacrificing their attendance for the entire day.