

Institute of Business Management

Students' Absence Policy

A student shall apply for leave for his/her absence from class in advance duly supported with concrete evidence, for approval of Rector.

Following tables shows the approved absences for a course during a semester.

Regular semester:	Approved absences
Weekdays	4 days
Weekend	2 days
Summer semester:	
Weekdays (Crash)	3 days
Weekend	2 days

The above absences are allowed on account of serious illness or emergencies and after the approval of Rector.

If a student accumulates more than the approved number of absences in a course, he/she will automatically be awarded an "F" grade in that particular course.

A student will not be eligible to apply for weightage or "I" grade in case the absences exceed the allowed limit.

In case of a severe condition student may apply for condoning of excess absences supported with concrete evidence to Academics Officer, who will forward the application along with evidence and attendance record duly verified by him, to Rector for approval. After Rector's approval the student will have to sign an attendance undertaking.

Umrah leave:

Umrah leave of TWO weeks (FOUR absences) for weekdays and (TWO absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Rector. Total absences, however, should not exceed the allowed absence limit.

Hajj leave:

Hajj leave of THREE weeks (SIX absences) for weekdays and (THREE absences) for weekend are allowable for a course on production of sufficient evidence, and are subject to the approval by the Rector.. Total absences, however, should not exceed the allowed absence limit.