

8. Attendance and Leave policies and procedures for students:

8.1 Work Ethics: Students are expected to devote appropriate effort in order to achieve the highest possible academic standards. To this end, students should attend all classes and participate fully in those classes. Students should complete all home and class assignments, projects and other activities on time. In addition, good behavior in class and a respectful attitude towards faculty and colleagues are required at all times.

8.2 Terms: The Institute functions in two terms per Academic year. The Academic Year is from July 1st to 30th June of the next year. Generally the dates for the terms are as follows:

Term I (Semester I or III): July to December

Term II (Semester II or IV): January to June

8.3 Academic Calendar: Before the commencement of each semester the Institute declares the Academic Calendar for the ensuing semesters¹. The academic calendar provides relevant details such as commencement of Sessions, Tutorials, Forum Activities, Seminars, Conferences, Industry Visits, Workshops, Training programs, Alumni Meet, HR Meet, Annual Social, Parents Meet, Annual Management Fest, Sports days, schedule for Social projects, Field work, Continuous evaluation schedule, Mid Term exam schedule, Term End exam schedule & Final evaluation exam schedule, holidays etc.

The Academic Calendar is available with the Dean and is also hosted on the VIM website.

The Academic Calendar is provisional in nature and the Institute reserves the right to alter the same based on University's schedule / teaching requirements for syllabus completion, internal evaluation, any other programmes of the Institute and because of any unforeseen circumstance.

Students should plan their activities strictly according to the academic calendar. VIM is not responsible for the academic and/or financial loss that students may face on account of any activities planned in conflict with the Academic Calendar or because of any changes in the academic calendar.

¹ Students must refer the institute's website for exact dates and the current Academic Calendar.

8.4 Attendance: VIM believes that competent managers can be shaped only by a judicious mix of classroom sessions, peer learning, experiential learning, learning through industry visits and guest lectures and through coaching and mentoring. We would appreciate if students are very particular about the attendance for all of these.

1. Unexcused absences from class will not be tolerated. Attendance of the students should be minimum 90% per semester for every subject.
2. The relaxation of 10% is provided for authorized participation in Inter collegiate events, placements activities, organization of internal activities (Forum, seminars, conferences, Annual social etc.), completing official formalities such as bank loan, collecting TC/ LC, ill health.
3. Students should compulsorily attend all the Forum Activities, Seminars, Conferences, Industry Visits, Workshops, Training programs, Alumni Meet, HR Meet, Annual Social, Parents Meet, Annual Management Fest, Sports days, social projects, field work & all the events organized by the Institute.
4. Work missed due to unexcused absences, including home assignments, projects, quizzes, and exams, cannot easily be made up and accordingly students will be marked absent & will score 'nil' marks if they miss any component of continuous, Midterm and Term end evaluation.
5. *Defaulters list and letters to parents:* If a student is absent without prior authorization for five days, a warning letter is sent to the parent or guardian. After five more days of absence without prior authorization a second warning letter is sent. The third warning letter constitutes a final warning. The next five days of absence without prior authorization will result in a not granting of terms and consequent withholding of examination forms / internal marks.

8.5 Punctuality: Students are expected to be on time for class. Students shall be present in the class room/ tutorial room/computer lab/ conference room, aspects of campus recruitment programme (CRP) as per the declared schedule. Students will not be permitted to enter class room/ tutorial room/computer lab/ conference room, CRP, 5 minutes after the scheduled time & will be marked as absent. Repeated default on this account will invite counseling/ disciplinary action by subject teacher/ programme coordinator/ the Dean.

8.6 Class Deportation: In order to maintain a positive learning environment, rude, disruptive, and inconsiderate behavior by students in class will not be tolerated. Students are required to be present and ready to begin class promptly on the hour, and should plan other activities and transit time between classes accordingly. Students who are chronically late to class or disruptive in other ways are subject to removal from class following one warning by the faculty. Any work missed because of a student's dismissal from class cannot be made up and will be assigned a score of zero. Students

who repeatedly disrupt are subject to permanent expulsion from the course following consultation with the Dean.

8.7 Use of Laptop computers and wireless internet in classrooms/ seminar halls/ auditorium: Laptop computers and wireless internet access shall be used in class only for purposes that are educationally relevant to that class and only in a manner that is not unreasonably distracting to the fellow students. Any faculty is free to set a different technology usage policy for his or her individual classes

8.8 Applying for Leave: Students are required to apply for the leave at least one week in advance to the Dean through the respective programme co coordinator.

Excused absences from class may be allowed under special circumstances such as, for medical reasons, or for personal or family emergencies. In the case of absence due to a medical condition, the student is required to submit, within seven days of their return to College, a physician's report to the Dean in order to obtain permission to make up any assignments or quizzes that have been missed.

If unforeseen personal circumstances arise at any time during the course of the academic year, which affect their studies or attendance, students should make these known immediately to the programme coordinator & Dean.