

2. ABSENT AND LEAVE POLICY

Sr.	Course Credit Hours	Total Classes of One Hour Duration	Min Classes to Attend (75% of Total)	Maximum Leaves + Absents Allowed 25% of Total	Auto Leaves Without Fine	Absents Allowed with Rs 500/- each Fine	Course Withdrawal on Excessive Absents
1	4	64	48	16	8	8	17 th Absent
2	3	48	36	12	6	6	13 th Absent
3	2	32	24	8	4	4	9 th Absent
4	1	16	12	4	2	2	5 th Absent
5	0*	36	27	10	5	5	11 th Absent
6	2 (Lab)	96	72	24	12	12	25 th Absent
7	1 (Lab)	48	36	12	6	6	13 th Absent

Leave and Absent Policy for One Hour Slot Classes

*Skill Centre Class

Absent Fine Per One Hour Class:

- Rs. 500/-

Late Fine Per One Hour Class:

- Rs.250/-