

Student Attendance and Absence Policy

This is to inform you that the Management Institute of Technology Hyderabad has framed the following guidelines in respect of student's attendance requirements.

The College views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period.

- A student shall be eligible to appear for examinations if acquires a minimum of 75% of attendance in aggregate of all the subjects.
- Students who have not commenced attending classes during the first ten days of classes are generally assumed to have withdrawn from the College.
- A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester/I year, as applicable. They may seek re-admission for that semester/I year when offered next.
- Shortage of attendance below 65% in aggregate shall in NO case be excused.
- Students whose shortage of attendance is not condoned in any semester/ I year are not eligible to take their end examination of that class and their registration shall stand cancelled.

Absence Policy:

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the college are the following:

- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- If more than 3 days absence without any application the penalty will be charged.
- Students who are irregular or unpunctual in attending classes will not be permitted to participate in any co-curricular or extra-curricular activities of the college.
- If a student is continuously absent for a period of one week or more without permission, his/her parents will be informed accordingly.

In view of this, the students are directed to attend the classes regularly and they have to put up the minimum 75% attendance in aggregate of all the subjects of the year/ semester, as laid down by the MIT, Hyderabad. Students falling short of 75% attendance shall not be allowed for the College examinations at the end of the year in case of 1 year, or semester in case of II, III, and IV years and shall not be allowed for promotion to the next semester of study.

He/She shall be required to repeat the same course of study and pay the full fees.

Hence you are advised to send your son/daughter to the college to attend the classes regularly. The attendance particulars, internal marks of your son/daughter and other circulars/notices of the college can also be seen in our college website <http://mitss.edu.pk>, <http://mitsoftsolution.net> in from 10th of every month.

Please note that it is not possible to send details of attendance and internal marks by post. You are advised to make use of our college website <http://mitss.edu.pk>, <http://mitsoftsolution.net> regularly and be in touch with the progress of your son/daughter. Alternatively, you may visit our college and approach the concerned HOD and collect all the details about attendance and internal marks in person.