



Policy to address Dropouts and Absentee Students

Scope:

The policy shall apply to dropouts and students who are not attending the classes regularly after the commencement of the Semester.

Mechanism:

1. If a student remains absent continuously for 7 days without any written communication, the mentor shall contact the student by email/SMS and phone call (with an email copy marked to the Head of Department) to enquire and counsel the student regarding the importance of attending classes regularly.
2. If the student remains absent continuously for 14 days without any written communication, the mentor shall contact the parent of the student by email/SMS and phone call (with an email copy marked to the Head of Department and student) to enquire and counsel the parent regarding the importance of attending classes regularly.
3. If the student remains absent continuously for 21 days without any written communication, the mentor shall contact the student and parent by email/SMS and phone call (with an email copy marked to the Head) to report in person at the office of the Head of Department within a week.
4. If the student remains absent continuously for 28 days and does not show up for the formal meeting within the stipulated time, the Head of Department shall formally inform Dean (Academics) office. A recommendation to Registrar by Dean (Academics) after due consultation with mentor and Head of Department shall be sent to Registrar to deregister the student from the official rolls.
5. The Registrar office on receipt of recommendation shall initiate the process of deregistration by issuing a warning letter by email and post to the student with a copy to the Head of Department and parent asking the student to report in person to the Registrar office within a week failing which his/her name shall be deregistered from the official rolls.



Office shall be at liberty to deregister the student from official Rolls and circulate the same to the concerned Head of Department, Account Section and Student Affairs Office.

7. In case a student applies to the Head of Department/Mentor/Student Affairs Office for withdrawal of admission or discontinuing the course of study as per rules, it should be communicated to the Registrar's office to initiate the proceedings of deregistration.

Dear (Academics)