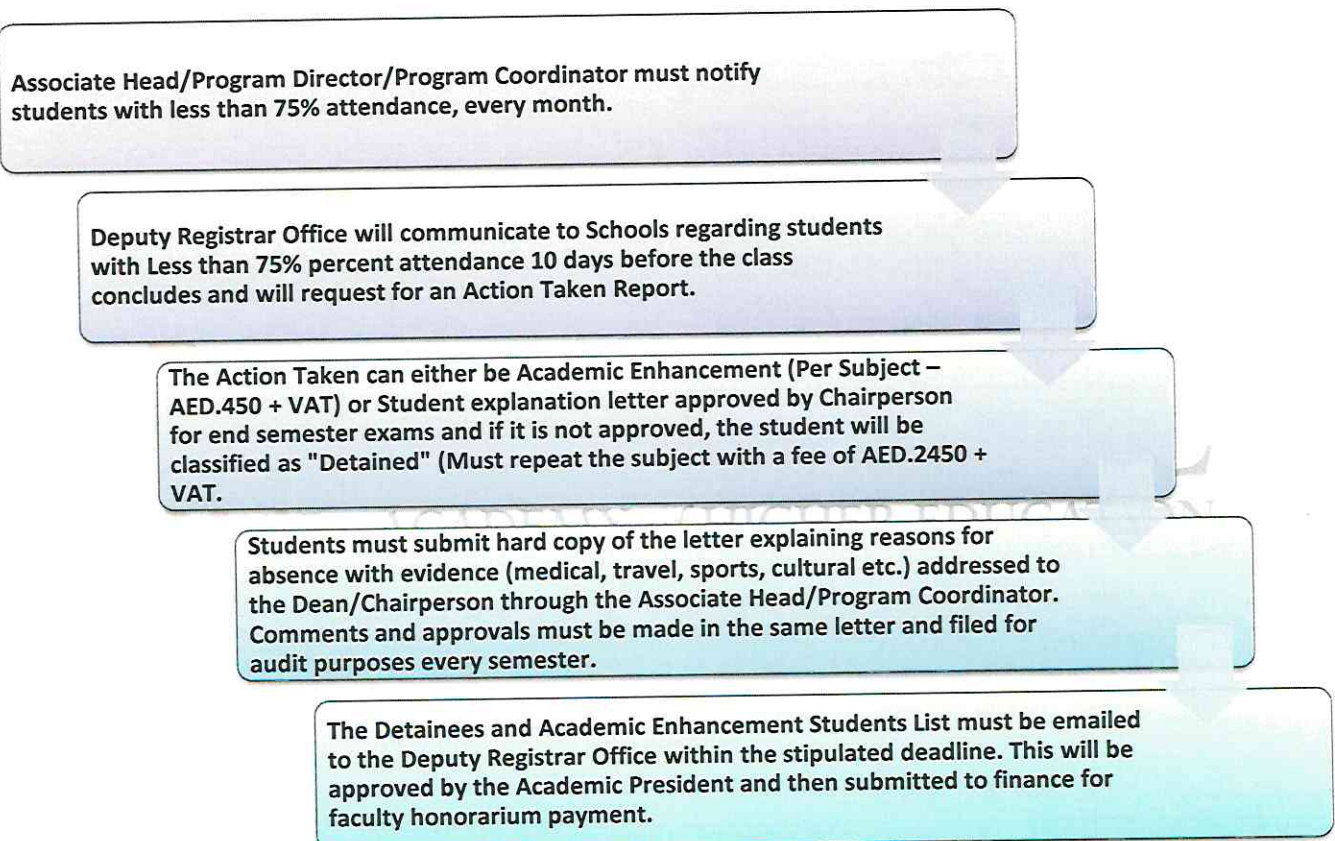


ATTENDANCE POLICY

1. The purpose of this document is to lay down the rules and regulations for student attendance. This should be read in conjunction with the relevant section in the Student Handbook.
2. **General Rules:**
 - a) Attendance is mandatory and the student is expected to attend all classes.
 - b) Any wilful or deliberate absence from the class shall constitute a violation of code of conduct.
 - c) Any violation of attendance rules shall invite disciplinary actions.
 - d) Class participation, attendance & discipline are important elements in the continuous assessment processes for each course.
 - e) Students absent for more than 3 months shall be considered as “Academic Dropout”
3. **Rules:**
 - a) A student will be allowed into the classroom if:
 - i. The student presents himself/herself not later than 10 minutes from the beginning of the class, for the first class of the day and
 - ii. Not later than 5 minutes from the beginning of the class for all other classes.
 - iii. A student exhibiting tardiness on more than three occasions will be marked as absent, even though he/she may be permitted to attend the classes.
 - b) The Dean/Chairpersons and Associate Head / Program Directors / Program Coordinators and faculty members of each School shall ensure compliance with the above rules, through daily attendance marking in the MS-Dynamics – Student Life Cycle Management (SLCM) portal and monthly reports.
 - c) If a student is found outside the classroom during the class period, the following procedure shall be adopted:
 - i. Counseling by the Student Affairs Manager
 - ii. Disciplinary action as recommended by the Disciplinary Committee, in case the student violates any other rules or code of conduct, like making noise, disturbing other students/classes etc. Also, leaving the class to answer mobile calls will not be allowed.
 - d) A student is required to attend at least 75% of the classes for each course in order to be eligible to continue in the program or to take the end semester exam.

- e) Under extraordinary circumstances where a student's attendance falls less than 75%, he/she may be admitted to appear for the end semester examination only with the permission of the Dean/Chairperson of the School.

4. Approval Process for the Dean/Chairperson for Students with Less than 75% attendance



4. Attendance Policy for participating in Sports/Cultural competitions and other events

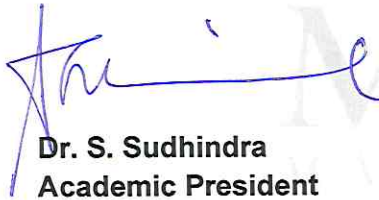
Manipal Academy of Higher Education Dubai is committed to providing a wholesome and stimulating education experience to the student community and believes that consistent attendance is the integral core of the academic pedagogy in terms of their learning approaches and outcomes at the campus. In addition to academic performances, the university encourages students to participate in sports and other extra-curricular activities to enhance their overall personality and also to bring laurels to the university.

- a) In case the student has an attendance shortfall due his/her participation in the national/ international level sports, extra-curricular activities, or any other events at both the intra or the inter university level competitions, the Student Affairs Manager/ the Sports Incharge/the Career Services Head, will approve the student's participation in Sports / Cultural and other activities whenever they represent MAHE – Dubai. These students will be given classes to make up for the lost academic sessions at the discretion of the Dean/Chairperson of the respective School.

Policy Effective Date: 6 September 2005

Policy Amendment Date: 6 February 2023

Approved by


Dr. S. Sudhindra
Academic President

