



Attendance Policy at Alliance University

Alliance University holds high expectations for student attendance, emphasizing that regular attendance is essential for academic success. We expect 100% attendance from all our students. This policy underscores our commitment to providing a robust and comprehensive educational experience. However, for UG programs, 75% attendance is mandatory for becoming eligible for appearing for Semester End Examination and for PG programs, 80% attendance is mandatory for becoming eligible for appearing for Semester End Examination

Attendance Relaxation

We recognize that there are exceptional circumstances that may necessitate absences from class. These exceptions are granted on a merit basis and include:

- **Medical Reasons:** Medical leaves can be availed under specific conditions. Up to 10% medical leave can be availed once in a block of two years during their period of study. All medical leaves must be certified by the resident medical officer and documented for audit purposes. Students must apply for medical leave within two working days of reporting back. Fraudulent medical certificates will attract penalties. Medical Leaves will be capped at 75% for UG programs and 80% for PG Programs and will not be eligible for attendance marks.
- **Event Participation:** Students participating in events outside the campus, such as sports, arts, and club activities, may be granted up to 10% leave every semester. Participation must be certified by the appropriate authorities (e.g., Department of Student Support Services for sports and arts, Dean of the School for co-curricular activities). Event attendance to be uploaded in ERP within two working days of conduct of event / reporting back by the respective coordinators.

Exceptional cases, such as students representing the university, state, or country in competitions at the state, national, or international level, those involved in startups, experiencing family tragedies, or other appropriate situations, will be considered based on merit. Proper documentation and certification from relevant authorities are required for these cases.

Summary Table

School	Program	Minimum Eligibility Percentage	Medical Attendance	Event Attendance
Alliance School of Business	UG	75%	10% leave can be availed once within a two-year period. Certification by the resident medical officer is required on the medical certificates provided. Applications must be submitted within 2 days of reporting back. Fraudulent certificates will incur penalties.	Maximum 10% leave is allowed every semester. Certification by the appropriate authorities is required. Applications must be submitted within 2 days.
	PG	80%		
Alliance College of Engineering and Design	UG	75%		
	PG	80%		
Alliance School of Liberal Arts	UG	75%		
	PG	80%		
Alliance School of Law	UG	75%		
	PG	80%		