

NOPANY INSTITUTE OF MANAGEMENT STUDIES

ATTENDANCE POLICY

Date: 24.08.2026

As per the notice issued by the MAKAUT, WB bearing ref. no: MAKAUT/RE/Notice-106/226 dated 20-08-2026, students are hereby advised to follow the below mentioned rules of attendance.

1. **75% attendance is a mandatory requirement** for each student, across all departments of Nopany Institute of Management Studies.
2. **A Student is eligible to appear for the CA and semester examination only** when he/she has a minimum of 75% cumulative attendance.
3. **Students with attendance below the required level (i.e., 75 %)** will not be permitted to appear for the CA as well as semester examinations.
4. **Leave of absence from college** must be applied in advance and approved by the departmental HOD. The general terms of excuses such as 'some business', 'Personal work', and 'sick' are not sufficiently explicit.
5. **The leave application, if any,** should be duly signed by the parents.
6. **In case of absence due to medical reasons,** students must inform the respective departmental HOD without any delay through email. In case the student is unable to do so, his/her parents must inform the respective departmental HOD through email or WhatsApp message.
7. **Valid medical documents** like prescription, test reports (if any), fit certificate etc. must be submitted to the respective departmental HOD on the day of joining after recovery. Any delay will not be entertained.
8. **Medical leaves will be granted,** on case-to-case basis, only after verification of submitted documents.
9. **If any student fails to maintain the above-mentioned rules,** he/she will not be eligible to appear for the continuous assessments (CAs) and semester examination.

For Nopany Institute of Management Studies



24.08.2026

Dr. Subir Ghosh
Principal

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