



AY 2024-25

ATTENDANCE RECORD FROM (JULY 15/ AUGUST 1- AUGUST 30) 2024

(BA.LLB – SEM. I/ III / V/ VII) (B.COM.LLB – SEM. I/ III/V/VII) (LLB – SEM. I / III)

16th September, 2024

Dear Student / Parent

Greetings from Lloyd Academic Community

In continuation of our endeavor to ensure that you are getting the best in legal education, we make our best efforts to have maximum strength of the students in our class-rooms that make the class-room environment more competitive. This is one of such efforts.

Kindly take reference of our earlier emails on the subject matter of attendance vide which a document on ATTENDANCE POLICY & PRACTICES was shared; the same document is attached herewith this email and is available at ERP portal as well. Further take reference of the OPEN HOUSE / INDUCTION PROGRAM that we have conducted for respective batches vide which Rules / Policy / Practices were explained. Hope you do regularly check your attendance @ ERP. Besides this, we keep on sharing (month-wise) attendance record of our students via email too giving them to raise their grievance, in case of any mistake in our records, well before time. Further, sharing attendance record with the students & their parents give them opportunities to take correctional steps, if required in any given case. You are requested to take notice of two attachments (i) attendance record (from 15 July/ 01 August till 30th August), & (ii) list of faculty in-charge (attendance). Further, take notice of the following:

- I.** This record has not considered any exemption, including exemption in case of internship, granted to you;
 - Exemption shall be considered in the attendance record during last month of this semester; and attendance in lieu of exemption will be granted, provided, all the rules on the same were complied with;
- II.** No attendance shall be granted on medical grounds / family exigency / similar other instances;



III. Kindly write email to the Faculty In-charge (Attendance) of your Section / Batch within 02 days (including non-working days) of receiving this email in case of any grievances in the ATTENDANCE RECORD;

- Keep following recipients in CC while writing email:
director@lloydcollege.edu.in,
hod@lloydcollege.edu.in,
- List of the Faculty In-charge (Attendance) is attached with this email for your reference;
- Meet the Faculty In-charge (Attendance) between 03 pm - 04 pm, only after writing the email;
- This redressal communication, writing email + meeting the Faculty In-charge (Attendance), must be completed within 02 days of receiving this email;

IV. All the grievances will be settled within 02 working days of receiving the grievance; once all the grievances have been settled, we will share the FINAL ATTENDANCE RECORD for the given duration that will be final.

V. No further concern / issue / grievance on the attendance will be entertained once attendance records are finalized and have been shared with the students / parents;

VI. All the parents are welcomed to meet Dr. Akhilesh Kumar Khan (Director - Admission & Administration) if they have any concern on the subject matter of attendance of their ward;

VII. Parents of students having 50% or less than 50% attendance are invited to meet Dr. Akhilesh Kumar Khan (Director- Admission & Administration) within one week of receiving this email;

- Parents are requested to ensure that they are meeting Dr. Akhilesh Kumar Khan as it will help them as well as the college to take correctional steps for attaining better attendance record of such students;

VIII. Dr. Akhilesh kumar Khan will be available between 02 pm - 04 pm at his office in Campus 02;

IX. Students with less than 75% will not be allowed to appear in the term-end examination conducted by the CCS University, Meerut;

- Kindly take notice of the fact that, in the immediate previous semester (examination conducted during June/July, 2024) total 116 students had failed to appear in their respective term-end examination for reason of not complying with attendance rules.



Hope to see you all in regular classes, additional courses, practical academics, skill-based opportunities and professional guidance of excellence & standard.

Dr. Mohd. Salim

Sr. Director & Dean

Lloyd School of Law, & Lloyd Law

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