



Academic Session 2024-25

B.A.LL.B. (2020-25) and LL.B. (2022-25)

ATTENDANCE RECORD (Sat. 03 Aug. -to- Sun. 13 Oct. 2024)

Mon.-04.-Nov.-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 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 the following attachments as Attendance Record (from Saturday 03 August -to- Sunday 13 October 2024).

Kindly take note of the following important benchmarks of assessing and considering your attendance records, progression and corrective way forward;

1. This record has not considered any exemption, including exemption in case of internship, granted to you.
1. 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.
2. No Exemption attendance shall be granted on any personal medical grounds / family exigency / similar other instances.
3. Kindly write email to the Faculty In-charge (Attendance) of your Section / Batch within 03 days (including non-working days) of receiving this email in case of any grievances in the ATTENDANCE RECORD.
4. Kindly Email to **(Faculty In-charge - Prof. Rupesh Madhav) :: rupeshchandra.madhav@loydlawcollege.edu.in CC to director@loydlawcollege.edu.in :&: CC to director.law@loydlawcollege.edu.in**
5. Meet the Faculty In-charge OR Dr. Md. Salim after the classes of the day or during the class break time on Saturday - Sunday, only after writing the email.
6. This redressal communication, writing email + meeting the Faculty In-charge, must be completed within one week of this Attendance Record Mail.
7. All the grievances will be settled within 01 Week 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.



8. No further concern / issue / grievance on the attendance will be entertained once attendance records are finalized and have been shared with the students / parents.
9. 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.
10. Parents of students having 50% or less than 50% attendance are invited to meet Director, Dr. Akhilesh Kumar Khan within one week of receiving this email.
11. 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.
12. Dr. Akhilesh Kumar Khan will be available between 02 - 04 pm at his office, Campus 02.
13. Students with less than 75% will not be allowed to appear in the CCS University End Term University Examination. There is no blanket exemption from attendance to anyone or any batch even being in the final year.
14. Kindly take notice of the fact that, in one of the previous semester (examination conducted during June/July, 2024) total number of 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 the Orientation Program, Regular Classes, Induction Program, Additional Courses, Practical Academics, Skilling opportunities and professional guidance of excellence and standard at Lloyd.

Dr. Mohd. Salim

Senior Director & Dean

Lloyd Law College & Lloyd School of Law

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