

FIREBIRD INSTITUTE OF RESEARCH IN MANAGEMENT

STUDENTS LEAVE AND ATTENDANCE POLICY BATCH 2026-28

Student's Name (CAPITAL LETTERS):

Batch: 2026-28

Firebird Institute of Research in Management students are expected to demonstrate an unconditional commitment to their learning process throughout the two-year study period at Firebird. The residential program requires your continuous presence on campus. Absence from classroom sessions and other academic activities will be regarded as an act of wilful indiscipline.

1. Attendance Requirement:

Students must attend all classes. In unavoidable circumstances, students may avail leave with prior permission, **ensuring a minimum of 85% attendance**. Students are not entitled to any leave other than that declared by the institute. Maintaining the required attendance is ultimately the responsibility of the students.

2. Leave Request Procedure:

In case of a student availing leave, a request letter stating the reason needs to be submitted to the Batch Coordinator.

3. Consecutive Absence:

If a student remains absent from class for three consecutive days, the Batch Coordinator will report this to the parents on the third day.

4. Mass Absences:

Planned mass absences of a group/class/batch will result in serious consequences. Serious action will be taken against those involved in leading or participating in such activities, whether it is a scheduled class, training activity, or an institutional function.

On-Duty (OD) Leaves:

1. Application Process:

- All On-Duty (OD) Leaves must be applied through Digiicampus and approved by the Batch Coordinator and Academic Chair.

2. Permissible Reasons for Absence:

- Institutional work or attending conferences/competitions/events permitted by the Institute and duly approved by the Director.
- Personal reasons, including medical leave.
- Separate permission forms are available in Digiicampus (ERP) for these categories of leave. Students are required to fill out the form for approval by the Batch Coordinator and Academic Chair.
- Students traveling from distant locations, such as other states or North India, may be permitted to include their travel dates under on-duty leave, subject to prior approval from the Director, Academic Chair, and Batch Coordinator.

3. Additional Permissible Leave Reasons:

- Wedding of self or siblings (proof/invitation must be uploaded with the leave application).
- Illness of self.
- Unexpected unfortunate incidents in the immediate family.
- Unexpected major ailments of immediate family members.

Guidelines to Apply for Medical Leave:

1. Resident Students:

In case of medical emergencies, a medical certificate issued by the registered medical practitioner of the hospital/clinic where the student underwent treatment must be produced. This certificate needs to be vetted by the medical practitioner authorized by the institute.

2. Non-Resident Medical Consultation:

Written permission from the medical practitioner authorized by the institute is required. This needs to be intimated to the mentor and batch coordinator from time to time.

3. Post-Treatment Documentation:

Upon completion of treatment by a non-resident medical practitioner, a medical certificate endorsed by the medical practitioner/hospital authorized by the institute must be produced.

4. Additional Documentation:

The Institute may request additional documents related to treatment, such as prescriptions, medical bills, etc., to support the application and prove its authenticity.

5. Required Documents:

- a. Medical cum fitness certificate on letterhead
- b. Reports of diagnosis/tests
- c. Discharge summary on letterhead
- d. Permission letter from the medical practitioner authorized by the institute
- e. Any other relevant documents

6. Document Retention:

Students are advised to retain all relevant documents/certificates for verification. Failure to do so will result in the medical leave application not being considered.

7. Submission of Documents:

The medical certificate along with necessary documents must be submitted to the batch coordinator, duly signed by the Director, within three days of rejoining the class/completing treatment.

Document Scrutiny:

The Academic Team will scrutinize the documents for authenticity. The batch coordinator will inform the status of acceptance/rejection of the documents within two working days or request additional documents if required.

8. OD Marking in ERP:

Batch coordinators must submit a consolidated form in Excel on the 15th and 30th of every month.

Participation in Fests/Events at Reputed Institutions:

Students are permitted to participate in competitions hosted by selected institutes/organizations of repute. They may compete up to two times each year, with a total absence of not more than seven days (altogether) for national-level competitions, ensuring a minimum attendance of 75% for each course. For international competitions, a student can compete once, with an absence not exceeding ten days, ensuring a minimum attendance of 75% in each course. A separate form is available at the Admin Office or with the Faculty Coordinator to apply for such leaves. In-Charge of Events and the Director should sanction a leave of absence for participation in such events.

Lack of Attendance – Initial Corrective Actions:

- a) The attendance status (percentage) of students will be intimated once a month by the respective batch coordinator via group mail.
- b) Students can regularly check their attendance through the ERP interface.
- c) If a student is found lacking attendance, they will be counselled by the mentor and the batch coordinator as an initial step.
- d) If the student does not meet attendance requirements after counselling, the mentor will communicate this to the parents within fifteen days of the monthly attendance review. Parents may be asked to visit the campus to understand the situation.

S. No.	Attendance % of each course	Particulars
1	Atten. $\geq$ 75%	Permitted
2	Atten. $\leq$ 74% and $\geq$ 55%	Condonation Mechanism
3	Atten. $<$ 65%	The student cannot appear for the current exam and supplementary and needs to re-register for the course with the upcoming batch.

Every sanctioned leave will be checked for authenticity and will serve as a criterion for final grading in each subject according to the norms. For certain courses (such as ALP and SIP), regular classes may not be conducted, and evaluation may be based on project work/continuous assessments undertaken by the students with the consent of the respective course faculty.

Attendance finalization and consolidation will be done three days before the end-term assessment. The last three days' attendance will be considered for students lacking the required attendance. The list of debarred students will be displayed at the end of every trimester, and their names will be removed from the seating plan.