

Policy: ARRIVAL ON TIME FOR CLASS, BREAKS, LEAVING EARLY FROM CLASS AND CELL PHONES

Policy: Arrival on Time for Class

We expect students to arrive on time for the class in order to educate them on the importance of punctuality in the business world. We know from experience that adhering to the following policies will result in a reduced number of latecomers. It is requested that all faculty adhere to the following policies:

- a. Doors are to be locked on completion of taking the attendance. No student is to be allowed to enter the class after that. Students may upon permission from the faculty enter the class after the break.
- b. Students are expected to come back from their break on time. Once the break is over, doors are to be locked again. Latecomers are not be allowed to enter the class.

Policy: Break during the classes:

Classes at UFV India operate on two different course models; twice a week for two hours each and once a week for three hours.

- a. **For twice a week for two hours each model:** No break should be allowed at all. Faculties have expressed that a break in a two hour class will affect the momentum of the class.
- b. **For once a week for three hours model:** Students should be allowed a 20 minute break. Students are expected to return back on time as the doors will be locked once the class resumes.

Policy: Leaving early from the classes:

At times students may approach faculty to allow them to leave early from class. They should only be allowed to do so in case of medical or other emergency for a student or his/her family.

Policy: Cell Phones

Student's cell phone(s) should be collected at the time of the attendance to ensure uninterrupted class room teaching. It is recommended that the cell phone is not given back during the break. The professor has the right to decide the penalty if a cell phone is found not submitted by the student. The following is recommended:

- a. First offence: Verbal warning to the student
- b. Second offence: Reduction in class participation grade

The student's parents will be informed by the Academic Administration if any penalty is imposed.