



**Rayat Shikshan Sanstha's**  
**Karmaveer Bhaurao Patil College,**  
**Vashi, Navi Mumbai**  
**[Autonomous]**

**Policy Document on**  
**Class Cancellation**

## Policy Document on Class Cancellation

Document No: KBPCV/CC/PL/01

Prepared By	Reviewed By	Approved By
<b>Dr. Pratibha Devane</b> Asso. Professor.	<b>Dr.Paresh Gaikar</b> Asso. Professor.	<b>Dr. Shubhada Nayak</b> I/C Principal
Date:20/11/2020	Date:18/12/2020	Date:23/12/2020
Governing Body Approval	Date: 28/01/2021	Date: 28/01/2021
Released By	IQAC	Date:29/01/2021

## **Policy Document on Class Cancellation**

### **Preamble:**

The institution has prepared a class cancellation policy that specifies the protocol for class cancellation and adjustment when events and classes overlap. A timetable outlining the classes is provided to students during the orientation programme.

### **Scope:**

Cancellation of classes applies to unanticipated situations, such as illness, family emergencies, campus responsibilities, or other unforeseen events that prevent instructional faculty from holding classes as scheduled.

### **Policy:**



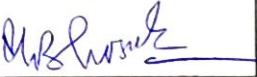
- Scheduled classes will be cancelled only upon authorization of the Principal or competent authority other than those due to faculty illness.
- Students will receive at least 24-hour notification of class cancellation other than due to faculty illness. In the event of inclement weather, students will receive notice as soon as possible, as per the Government circular.
- Students will be provided with written notification of how the class will be made up or the requirements of the alternative learning assignment.

### **Procedures, Roles, and Responsibilities:**

- Faculty shall report to the Head of Department and Head of Department shall report to the Principal to cancel a class in an emergency.
- If the faculty cancels the class without giving intimation to the authority, the Principal takes corrective measures.
- Faculty members shall report to the Head of the Department or Vice Principal in advance, regarding absences caused by professional

obligations/ illness/ personal responsibilities/ other reasons. Also, s/he shall make a provision for a substitute teacher, or alternate learning activity should be arranged in advance.

- The Dean will post a notice of cancellation in the students' WhatsApp Group
- Head of Department will maintain the record of cancelled classes.

Sr. No	Role	Name	Designation	Signature
1	Prepared By	Dr. Pratibha Devane	Asst. Professor.	
2	Reviewed By	Dr. Paresh Gaikar	Asst. Professor.	
3	Released By	Mr. C. D. Bhosale	IQAC Coordinator	



**Principal**  
Karmaveer Bhaurao Patil College  
Vashi, Navi Mumbai - 400 703.