Policy Name:	Flag System and Barring Mechanism		
Department	Finance	**Approval Authority**	Finance Controller
Date of Implementation	**31.05.2023**	**Date of last Revision**	**13.05.2023**

1. Introduction to the Policy

This policy introduces a 'Flag' system to students with outstanding payments which is followed by an explicit barring mechanism. Any existing barring mechanism will be void with this new policy. The flag system comprises three colours namely, Yellow, Orange and Red in chronological order. In other words, longer the outstanding, red it would be and shorter the outstanding, yellow it would be. Orange will be in between.

2. Scope

Flag System

The Flag system will vary based on the programme. Programmes beginning from UPP level up to Level 3 which span maximum 4 months of tenure will have yellow and red flags only. Any pending case of maximum two months will be yellow and any pending case of above two months will be red.

All other programmes from Level 4 to Level 9 will have all three colours. Hence, any pending case of more than one month till two months end, will be yellow. above two months till three months will be orange. Above three months will be red. The table given below illustrates the flag system in summary.

Indicative Color Flag	Pending Installments (in months)	
	UPP – L3	L4 – L9
Yellow	1<m<=2	1<m<=2
Orange	-	2<m<=3
Red	m> 2	m>3

"m" stands for No. months

Barring Mechanism

For a student to be barred, two criteria should be met. First one is having orange or red flag and the second one is to be a programme with a tenure of above 6 months which equals to one semester.

Any student with orange or red flag will be barred after one semester so that he or she is not entitled to continue the classes from next semester on. This further restricts the student in Learning Management System (Eg: Google class rooms, canvas, Moodle and etc).

A barred student can be unbarred only when he or she gets yellow flag.

Notwithstanding that, any red flagged student in UPP-L3 level will be restricted from access to their results in SS.

3. Protocols

The barring mechanism in combination with flag system will be executed as following procedures explain. This section also addresses the procedures on how to unbar a student.

- An automatic email will be sent through smart school when the student reaches yellow, orange and red flags along with the amount pending and a reminding statement of the banning mechanism.
- Finance Department will send emails to those who are with orange and red flags mentioning how many months to be settled to avoid being barred. This email will be followed by individual calling as well.
- In lapse of one semester, the students with orange and red flags will be barred from any mode of MIC classes and activities (both curriculum and non-curriculum), and will be restricted to any academic resources from the following semester on.
- Once the student makes the payments so that he or she turns out to be in the flag status of being not barred, the student should request the Academic team to allow him or her to continue the course.
- The Academic team will allow the students making the request of continuation after checking SS system for the flag status. The Academic team will allow the students in classes and the student will be provided with access to all academic resources back after he or she gets on yellow status. Hence the student must be off orange and red flag by the time he or she make the request for continuation of the course.

(It is noteworthy that until this policy is incorporated in SS, this will be executed manually so that flag colours might not be reflected in SS until it is updated in SS. The correspondence on students being barred will be notified via SMS and email to students by the Finance Department.)