

Attendance If students miss a specific class it is their responsibility to keep track of the material covered in that (missed) class and any announcement(s) made in that class. One way to do this would be to get class notes from a fellow (attending) student who takes notes with care.
Attendance record will be maintained.

Lateness In order to avoid disruption, students are requested not to be late for classes.

Food and Drink Large meals are not permitted during the class time.
A sandwich for survival will not be frowned at.

Time Management It is a good idea to apportion time for your courses in the study schedule. Definitely reserve some time for fun and re-creation activities. You need some relaxation for effective studying. After making a good study schedule, one must follow it. If time-management problem develops during the term, re-arrange the available time wisely and then once again follow the revised plan knowing that this is the best one can do to get out of trouble. If one makes a reasonably workable time schedule and follows it, there will be most likely no occasion to re-arrange time in panic. Using a planning diary for daily activities also helps.

Class Notes Take appropriate notes in the class placing a special mark or a symbol by the side of a concept or a problem that is important or difficult to understand or remember. It helps students immensely to go over the day's notes at home preferably the same day when the matter is fresh in their minds. Going over the notes passively like reading a novel does not do much good for the learning process. Actually work out some or all of the problems solved in the class and then attempt practice problem(s) set.

Remember "I hear and tend to forget
I see and try to remember
But I do to understand."

Everything is learnt by *reading* and Management is no exception to this golden rule. *Just read it* would be a good way to learn the rudiments of Management and Organizational Behaviour.