

ATTENDANCE MANUAL OF AUTONOMOUS BHAVANS COLLEGE (2021 onwards)

Objectives

- a. To ensure that the learners appreciate the joy of learning through classrooms
- b. To ensure that the student understand the importance of attending lectures and practicals

Attendance policy

The guidelines of attendance requirement issued by the MUMBAI UNIVERSITY will be adopted by the College. Attendance shall be considered semester wise (not annually).

The College expects 100% attendance at all lectures / practicals per chosen Course. As there may be legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance is made mandatory (*Refer: Ordinance 6086*)

Standard Operating Procedure for collating Attendance

- I. The college will have an Attendance Committee which will have teachers from each department, ensuring proper representation of the concerned faculties, nominated by the Principal.
- II. The college shall follow the university ordinance of O.6086, which states that every student will be allowed to keep terms for the given semester in a program of his enrolment, only if the student fulfills at least seventy-five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every student to have min 50% attendance for each course & average attendance has to be 75%.
- III. The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an

extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner

- IV. The attendance committee ensures that the attendance records are maintained in order. The attendance shall be taken via a college decided software or through Google forms, as decided by the Office of the Principal. At the end of the month, attendance shall be collated for each course and practical for each student, by the department and sent to the attendance committee latest by the 5th of the following month. The attendance committee shall ensure that the attendance of the previous month, of each class, is uploaded on the college website and provide the same to the Head of Dept. for it to be displayed on the college notice board latest by the 7th of every month. At the end of the semester, the attendance committee shall collate the attendance records of the various courses across the months of the semester and display consolidated attendance 15 days before the initiation of the term end exam
- V. Grievances regarding the attendance (of the previous month) thus displayed can be brought to the attention of the attendance committee by email, latest by the 10th of the following month, pending which it shall be considered accepted by the student. The raised grievance shall be addressed by the attendance committee members and the decision shall be conveyed to the department head and student, and if required, changes in the records to be made to reflect the redressal. Should the student not be satisfied with the solution provided by the attendance committee, the student can appeal to the office of the Principal and if still unsatisfied can appeal to Chairman governing body as the final appellate authority
- VI. Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise

- VII. In case any student is unable to attend lectures due to medical issues, the student has to submit a leave application for the number of days missed, supported by a valid medical certificate from a registered medical practitioner (MBBS) within 7 days of joining back. When such a document, as mentioned, is submitted within the said period of time, the number of lectures missed shall be credited to the student. In the absence of a valid medical certificate submitted within the said period of time, the leave will not be considered as a medical leave and no credit shall be given thereof.
- VIII. In case the student misses lecture while participating in extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc where the said student is officially representing the college/University/District/State/Country with the prior permission of the Principal of the College, the number of lectures missed shall be credited to the student.
- IX. In the event that the student does not have 50% attendance in a course, the student will be debarred from writing the examination of that course.
- X. At the end of the semester on recommendation of the attendance committee the Principal of the college shall display list of the students who are not allowed to keep terms, allowing them to appeal to the Principal of the College within 3 days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the convener of Examinations to withdraw the examination forms of such defaulting students under intimation to those students ensuring that this communication reaches the concerned at least 7 days before the commencement of the respective examination.
- XI. The attendance committee ensures that the attendance records are maintained in order and that the dept. teachers issues warning to the defaulting learners routinely through the class Whatsapp. A parent teachers meeting will be held at least once a semester to meet the attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners will be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking will be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

Condonation policy

1. Condonation upto 50% of lectures / practicals per Course could be made at the discretion of the Principal, in the following cases:

1. Serious illness authenticated by a Doctor's Certificate and Medical Records & submitted within 2 days of resuming college.
 2. Other serious reasons, with validating documents (acceptable to the Principal) & submitted within 2 days of resuming college.
2. No condonation is possible if a course's attendance, for whatever reason(s), is below 50% of the said course's lectures / practicals

Certificates

Students representing the College in various activities should get bonafide certificates from the staff in charge specifying the days that they were absent

- Unless unavoidable, students are not allowed to miss lectures, practicals, CIAs or ESE without the prior permission of the Principal. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.
- Absence from any Test / Exam must have documentary justification which must be presented, to the concerned Vice-Principal within two days of returning to College:
 1. In case of illness, a Medical Certificate and Medical Records must be produced.
 2. In case of bereavement, the Death Certificate will have to be submitted.
 3. No documents will be accepted after seven days.
 4. The Leave Application along with duly certified Medical Papers by registered MBBS doctor must be accompanied by a covering letter from the Parent or Guardian of the student.
- Serious illness or other circumstances are valid reasons for absence from lectures, practicals and exams. However, if the College is not provided with sufficient evidence of academic participation by the concerned student, the College may not grant such a student terms for the concerned Course(s) in that Semester. Such students would have to repeat the concerned Course in the next academic year.