

PVKN Govt. COLLEGE (A), CHITTOOR  
(Affiliated to S.V. University, Tirupathi)



## Attendance Policy

### Rationale:

Regular attendance is mandatory for students to accomplish the programme outcomes of the Institution. It's essential to monitor student Attendance, on the assumption that it leads to higher success rates, higher marks and a more satisfying educational experience for both student and Faculty. Attendance of a ward in all classes (lectures, tutorials, laboratories, workshops, Extra Academic Activity including its related camps and other publicized activities etc.) is **compulsory** in relation to the statutory requirements detailed within *the Education Act of Andhra Pradesh*.

### Scope:

This policy is applicable to all students registered under various Programmes of the institution and this also emphasizes the responsibility and accountability of Ward in-charge lecturers/Lecture In-charges of the department to maintain concerned records related to attendance.

A student may be **debarred from appearing an examination on the ground of unsatisfactory attendance**. Any student against whom any **disciplinary action by the College is pending** shall not be permitted to attend any Semester End Examination in that Semester

### Objectives:

The impact of attendance upon instruction on a regular and continuous basis is an important element in an effective teaching/learning programme. The major objectives of this policy are to

- i. Provide clarity on the College's expectations on student's attendance to meet the basic requirements of *the Education Act of Andhra Pradesh*
- ii. Ensure the students minimum responsibility to accomplish the programme outcome.

- iii. Ensure the accountability and responsibility of the faculty for registering attendance and absence.
- iv. Ensure that all staff is aware of the links between absentees and the Missing Person Procedures.

**Minimum Attendance level:**

Each Semester is considered as a unit and the candidate has to put in a minimum attendance of 75% in each course with a provision of condonation of 12.5% attendance for genuine reasons. The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the programme.

The students shall take note of their attendance status periodically from the respective faculty and strive to make up the shortage. However, the departments shall periodically announce the attendance status of the students; usually it will be displayed on the notice board in the first week of the month. Non-receipt of such information from the college shall not be considered as valid reason for exemption from the attendance requirements.

If a student does not fulfil the attendance requirements in any course, he/she is not permitted to attend the Semester End Examination (SEE) in that course and is deemed to have been awarded "F" grade in that course (option for withdrawal is not available in such cases). He/ She has to take up that course during next academic year.

All students shall maintain a minimum attendance of 75% in each course registered. In case of shortage, the concerned Ward In-charge Lecturers /Lecturer In-charge of the Department shall consider and shall condone deficiency up to a limit of 12.5% ( up to 62.5%) in special cases and shall submit a list of such candidates to the office of COE. If the students attendance fall between 62.5 to 50% a special permission is required from the Principal of the College recommended by the Lecturer in-charge and ward in charge under genuine medical emergencies and valid reasons. However, all the relevant documents pertaining to condonation of attendance shall be maintained by the respective department and produced as and when required by the Institutional authorities. Any student failing to meet the above standard of attendance in any course(s) registered shall not be allowed to appear for Semester End Examination of such course(s).

**Monitoring of Attendance:**

Attendance is regularly monitored through,

1. Integrated Attendance Management System (IAMS) – Biometric recording and individual teacher in IAMS mobile APP in the Class room.
2. Manual recording of Attendance in Attendance register by concerned class teacher

**Leave permissions:**

It is the responsibility of the student to get permission for his/her absence from classes condoned by the appropriate authority.

1. The teacher concerned/ Ward In charge may condone absence from classes for a very short period due to unavoidable reasons, provided he/she is satisfied with the explanation.
2. If the period of absence is for a short duration ( not more than two weeks) application for leave shall have to be submitted to the Lecturer In Charge of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Lecturer in-Charge of the Department will grant such leave.
3. Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Lecturer in-Charge of the Department provided he is satisfied with the explanation.
4. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Lecturer in-Charge of the Department to the Principal, with the supporting documents. The decision to grant or condone such leave shall be taken by the Principal after considering the recommendation of the Lecturer in-Charge of the Department.

**Reporting of Absence:**

‘Absence’ is defined as the failure of the student to report to the College when he/she is scheduled to attend. If a student is absent for more than 10 consecutive working days, then the Ward in-charge/ Lecturer in-charge shall inform the absence of the student to his/her parents in writing and it may result to initiate disciplinary action against the student.

**Submission of Students Attendance:**

It is mandatory on the part of the Ward In charge lecturers/Lecturer in charge of every Department to send Attendance of their concerned wards to the Controller of Examinations of the College as detailed below.

- (a) Attendance of the students must be sent to the Controller of Examinations 15 days before the commencement of the Semester End Examinations.
- (b) The names in the consolidated attendance certificate should be arranged as follows:-
  1. In the case of First and Second Year of all courses Names should be arranged as in admission list of the respective group. In respect of Third Year Course, the names may be sub-divided basing upon the Special Subjects offered.
  2. In the case of first and second year courses, it is desirable that the language selected by the candidates under Part-I(b) is noted against each name.
  3. Where there are two similar names with the same initials, the initial has to be expanded and it is necessary that the name of the father of each student is given in brackets for easy identification.
- (c) Attendance certificates should be submitted to the COE in respect of candidates whose applications have been forwarded by the Principals. For the candidates having 75% attendance and not appearing for the Semester End Examinations during this academic year, a separate list of such candidates, has to be sent to the CoE, showing the number of days attended by each candidate, against the name of the candidates.
- (d) Attendance certificates in respect of candidates of any one course may be sent at a time after consolidation.

**Promotion:**

Candidates who have fallen shortage of 75% of attendance and on whose behalf the condonation applications are not forwarded are not eligible for promotion to the next higher Class. Such candidates should study the course in the same class in the next academic year and shall take the examinations after putting in the required 75% of attendance.

The candidates who studied first/second year (under semester examination scheme) and whose shortage of attendance was not condoned by the College are not eligible for promotion to next higher class. They should rejoin in the same class in the next academic year to study for First, Second or third terms as the case may be, to make good their deficiency upto 75% of the previous year's attendance (i.e. the difference

between the 75% of the total number of working days of that college and the number of days attended by the candidates during that academic year) and also such candidates while appearing for the examination must produce a certificate to the effect that they have put in 75% of attendance.

No further condonation will be granted in the subsequent year for these candidates. Such candidates, after putting in the required days of attendance in the next academic year, are eligible for promotion to next higher class.

### **Condonation of Attendance:**

Each student should put in 75% of attendance on the total working days of the College for promotion to the next class and also to write the Semester End Examinations. Candidates are eligible for condonation of attendance, if, they have put in 50% of attendance on the total working days of the College, and pay the following fee along with the condonation application together with the recommendations of the concerned Lecturer In Charge of the respective departments and submit the same to the Controller of Examinations before commencement of examination for promotion to the next class and also to write the Semester End Examinations examinations.(Vide R.O.C. Mo. B.IV(1)/Fee Enhance/2017, Dated 09-06-2017 issued by the Controller of Examinations of affiliated University).

<b>Condonation Fees</b>	
<b>Attendance percentage - 70-74.9</b>	<b>Rs. 500</b>
<b>Attendance percentage - 62.5-69.9</b>	<b>Rs.700</b>
<b>Attendance percentage - 50-62.4</b> (Allowed for those who are taken prior permission from Principal and also Medical certificate should be submitted)	<b>Rs.1000</b>

However, the students who could not put in minimum of 50% of attendance are required to make up the deficiency of attendance during the next academic year and get themselves eligible for condoning the shortage in the required 75% of attendance on the recommendations of the ward in charges/ Lecturer in charge of that Department. Such candidates whose shortage of attendance is condoned are eligible to appear for the next Semester End Examinations by submitting a medical certificate.

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