



# SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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## ATTENDANCE POLICY

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### **Introduction**

The knowledge and skills of the students gain in the course highly depends on the active participation in class room. Following are main policies followed by the college for ensuring attendance of students.

### **Policies**

1. The students should be regular and punctual in attending the class.
2. The working day is divided ordinarily into five periods each of 55 minutes duration.
3. Attendance is taken every hour and attendance percentage is calculated on the basis of teaching hours attended.
4. Continuous Evaluation mark for attendance is given course-wise.
5. Attendance is entered both into the attendance register and online attendance system by the teacher.
6. Attendance statement for every month will be available with the class in charge at the end of the month.
7. Procedure for applying for leave:
  - No student shall absent himself/herself from a class without submitting leave form.
  - Students should download and fill in the Leave Application form from their College Hand Book or from the College Website.
  - It must be signed by the appropriate authorities in the following order.
    - (1) Class in Charge.
    - (2) Head of the Department.
    - (3) Principal.
  - Leave applications should be submitted to the class in charge as soon as leave is availed.
  - Decisions on Leave matters will be taken by the CLMC (College Level Monitoring Committee) based on the advice of DLMC (Department Level Monitoring Committee).
  - Students who intend to avail any kind of leave, other than emergency leave, shall inform and get prior permission of the Class in Charge, Head of the Department and Principal. This applies to those who wish to get the benefit of attendance for participating in Mahatma Gandhi University Sports, Arts and other cultural events /inter-collegiate competitions/and for internal co/extra-curricular NSS activities.
  - Decision and Approval of the Principal shall be final on all attendance matters.
8. No leave will be granted unless the principal is satisfied with the reason stated.
9. Absence without leave form for a part of a session shall be considered as absence for half day.
10. Students absenting themselves without the submission of leave form for more than 10 working days will be removed their names from the rolls. They may be readmitted at the discretion of the Principal.

11. Students shall not take leave of absence unless it is absolutely necessary. Those who take leave should produce a leave letter, duly signed by the parent or guardian, when they return after leave. Irregularity in attendance may result in the loss of term days. The loss will end in the loss of a year.
12. Students can get a maximum of 5 days of leave in a semester for representing the College/ University/ State in any sports/ games/ arts/ culture events and any official function inside the campus.
13. Any leave beyond 5 days will have to be sanctioned by the CLMC (College Level Monitoring Committee).
14. The annual certificate of attendance and progress required by the University for admission to the University examinations will in no case be granted unless the student has secured not less than three fourth of the number of the total working days in the academic year and the principal considers that the student's progress and conduct have been satisfactory.
15. A student must have 75% aggregate attendance for all the courses taken together to be eligible to write the End Semester Examination.
16. Students are informed that they should get 75% of attendance of the year and should they fall short, the deficiency will be condoned, only if the syndicate is satisfied that the absence was for reasons beyond the control of the students. Deficiency less than 65% will on no account be condoned and exemption will not be granted for more than two times in course of study.
17. Students who seek condonation should apply in the prescribed format, after paying the necessary fees, to the Controller of Examinations.
18. Marks/grades for attendance for calculating CE will be given as per the University/College regulations. As per Mahatma Gandhi University guidelines internal mark for attendance is 5 for each subject. Minimum attendance % required for appearing the exam is 75%.

Following are the internal marks for attendance;

<b>% of Attendance</b>	<b>Internal mark</b>
75%	1
76%-79%	2
80%-84%	3
85%-89%	4
Above 90%	5

19. The final authority in the consolidation of aggregate attendance shall be the Class in Charge of the respective classes. If any student has any grievance in this respect, he/ she should submit the same in writing to the DLMC (Department Level Monitoring Committee), and in case it cannot be settled at the DLMC, it shall be forwarded to the CLMC (College Level Monitoring Committee) within the stipulated time. The decision of the CLMC shall be binding and final.