

Attendance Policy for Students

1. It is expected that students should come 15 Min earlier of the assembly and be there up to the end of the last lecture.
2. If student comes late, then corresponding late mark should be made, however he/she should be allowed to get in class and presence be marked. (This will help to avoid uncontrolled confrontation at the gate and undue loitering of student outside). This should be followed by due counselling by the Class Teacher to reduce the possibility of the student coming late, and to decide genuineness to continue allowance to the student to attend class next time when he/she comes late again.
3. In case of persistent late coming, the parents should be taken in a loop to improve attendance, and further action (case specific) be initiated by the Class Teacher with the consent of the Head of Institution.
4. It is mandatory for the students to have attendance in scheduled classes beyond prescribed limit (85%.for ACE). In case, if student cannot attend classes, he/she should communicate (by mail /written application in advance) with the Class Teacher to get leave of absence, and be recorded which can be considered to waive deficit in attendance in genuine cases, by the Head of Institution. The upper limit of 10 days per semester should be set for granting such leave of absence.
5. The monitoring of attendance is started at the end of first week of teaching schedule.
6. At the end of each fortnight the attendance report be displayed. Students having 100 percentage attendance are appreciated
7. For monitoring attendance of students, 90% should be considered as the reference. Counselling should be the mode of action till the attendance is between 75 and 90%.
8. If at the end of third week, attendance is below 75%, the corresponding students are communicated in writing about the statutory requirement, and the parents be requested to intervene. The extra classes (contact sessions) be organized, scheduled in the time slots other than regular working schedule (zero period), and/or on holidays if required, and the presence of students be considered to make up the shortfall in the attendance. Conduction of such classes be continued throughout the session.
9. At the end of fourth week, if attendance does not improve and goes below the prescribed limit, warning letter is issued to the student, by the Class Teacher.
10. If the situation does not improve up to the end of fifth week, the case should be discussed by the Class Teacher with the Head of the Institution for case specific resolution. Following are the suggestive actions:
 - a. Student can be given home assignment to confirm understanding of the course missed during his/her absence. Satisfactory compliance by the student can be considered for waiving relative shortfall in attendance.
 - b. Admission status can be suspended for short duration, which can be revoked if student completes home assignment to the satisfaction of the subject/Class Teacher.

- c. In the worst case, either parents may be asked to apply for withdrawal of admission, or Principal may cancel admission having followed relative statutory provisions. This stage should be finished before the second term starts or before filling the examination form of respective University, whichever is earlier.