



BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES



STUDENTS ATTENDANCE POLICY

With effect from the Academic Year 2015-2016 onwards

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES
HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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STUDENT ATTENDANCE PROGRAMME

Preamble

Bunt's Sangha's S.M. Shetty College of Science, Commerce and Management Studies is affiliated to University of Mumbai and adheres to all rules related to attendance of University of Mumbai. (As per circular no. **O.6086**). We follow the circulars issued to affiliated colleges with regard to attendance and follow the same. Attendance committee is in place to monitor and manage the issues pertaining to students' attendance.

Semester courses are completed as prescribed by curriculum and regular attendance is an essential criterion of academic achievement.

Objectives:

- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Encourage maximum attendance in the class
- Reduce excessive absenteeism
- Reward good and perfect attendance

Role of the Faculty

1. Attendance must be taken digitally for each lecture/practical/tutorial preferably at the end of each lecture/practical/tutorial. Online attendance system can be adopted till college functioning is regularised.
2. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.

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3. For every lecture attendance is marked separately.
4. Class in charge will maintain the consolidated attendance of every month and at the date of 5th of following month. Attendance committee convener will display the Defaulter list provided by the class teacher of those students who have below 75% attendance.

Role of the Students

- Attending all lectures on time is mandatory
- Rules and regulations of the college related to attendance are available on the college prospectus and also available on the college website. Students are requested to go through the prospectus and college website.

Parent Rights and Responsibilities

- To participate in decisions related to the education of their children;
- To adhere to College rules and procedures;
- To ensure that their children attend College every day;
- To send students to College on time and prepared to learn;
- To read, acknowledge, and understand the rules applicable to their children's conduct while they are at college;
- To emphasize the value of education;
- To read all communications from the college;
- To supply accurate, updated information (including current address and when available, current telephone numbers) to the college promptly;
- To monitor children's progress and communicate with the college;
- To become informed about the college's policies and programs; and to confer with their child's teacher (class teacher).

Roles of the Attendance Committees

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- Attendance committee collects and document the attendance of all the classes
- At beginning of the month all class incharges submit the consolidated attendance of the class to the committee
- Committee declares defaulter list at the beginning of the of each month
- Actions are taken for attendance defaulters as per the University circulars

The Process

1. Attendance must be taken for each lecture/practical/tutorial preferably at the end of each lecture/practical/tutorial.
2. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
 - a) After due verification, if absence is found to be due to a legitimate college activity, attendance will be considered.
 - b) Class Teacher will maintain the consolidated attendance of every month and at the date of 5th of following month the Attendance committee will display the Defaulter list provided by the class teacher of those students who has below 75% attendance.
3. After preparing one month consolidated attendance record the class teacher will maintain three months consolidated record of each class and this report will be given to the attendance committee
4. The Department has the final authority to check and allow the students for upcoming examinations as per the report provided by the class incharges for the attendance defaulters

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The Policy:

In order to encourage consistent attendance, Bunt's Sangha's S.M. Shetty College of Science, Commerce and Management Studies have adopted the following policy:

- College is using the paid service of DigitalEdu exclusively for managing the attendance of the students. This software takes care of daily attendance marked by teachers using RFID enabled mobile devices by circulating it amongst students in the classroom
- All attendance records will be available on DigitalEdu Portal. Parents who are registered with DigitalEdu Portal can check students' attendance at any point during the semester.
- Attendance of participation in activities such as field trips, co curricular and extracurricular activities will be considered.
- If parents or guardians are aware of the absenteeism of the ward and a written application is provided (other than College sponsored activities) then no further response is necessary.
- In case of serious defaulters, the student will be taken for departmental actions as per the rules. Severe cases will be informed to the Principal.

However during the pandemic when online classes started, the attendance committee who monitors the attendance, have provided online excel sheets for the ease of taking attendance.

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Appendix 1

Format of Defaulter List:

Bunts Sangha's S.M.Shetty College of Science, Commerce and Management Studies Hiranandani, Powai - 76			
Defaulter List			
Class:			Div:
Month:			Date:
Class In-Charge:			
LIST OF STUDENTS WITH LESS THAN 75% ATTENDANCE			
Roll No	Name	Roll No	Name

Class Teacher

Principal

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Circular

UNIVERSITY OF MUMBAI
No. UG/01 of 2014

CIRCULAR:-

A reference is invited to the Ordinances 119, 120 & 125 relating to the minimum attendance necessary for keeping terms and condonation of deficiency in attendance vide this office circulars No. UG/502 of 1999, dated 6th October, 1999 and No. UG/58 of 2010, dated 20th March, 2010 and the Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706, are hereby informed that in exercise of the powers conferred upon the Management Council under Section 54(1) of the Maharashtra Universities Act, 1994, the Management Council has repealed the existing Ordinances 119, 120 & 125 and new O.6086 relating to the attendance for learners has been introduced as per **Appendix** and the same has been brought into force **with effect from the academic year 2014-15 and thereafter.**

Place : Mumbai-400 032.

REGISTRAR

Dated : 5th May, 2014.

To,

The Directors/Heads of the University Departments, Principals of the affiliated colleges, Heads of the recognized Institutions concerned, the Captain Superintendent, Ministry of Surface Transport, Training ship 'Chanakya', Government of India, Nerul, Navi Mumbai-400 706.

A.C. /7.2/06.01.2014.

M.C. /30/18.02.2014.

No. UG/01 -A of 2014

Mumbai-400 032

5th May, 2014

Copy forwarded with Compliments for information to:-

- 1) The Deans, of all faculties and Chairmen/Chairpersons of the various Board of Studies and **Ad-hoc** Board of Studies.
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations.
- 4) The Co-Ordinator, University Computerization Centre.

Sd/-
REGISTRAR

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Ordinances 6086 relating to the attendance for learners

O . 6086 : Attendance for learners

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he 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 learner to have min 50% attendance for each course & average attendance has to be 75%.
- 3) 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 /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be 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 .
- 4) 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.

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-: 2 :-

- 5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener, 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 should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

- 6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner sunder intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

- 7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

(The existing Ordinances O.119, O.120 & O.125 are repealed)

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