

Mahatma Education Society's
PILLAI COLLEGE OF ARTS, COMMERCE & SCIENCE
New Panvel

ATTENDANCE POLICY / PROCEDURE

(As per Ordinance. 6086 (University of Mumbai))

1. A student is eligible to take internal test / practical / semester examination only if he / she has attended atleast 75% of lectures / practical / tutorials.
2. An Attendance Committee with a Prof. Incharge and minimum 3 members will be incharge of students' attendance.
3. All decision relating to attendance of student will be taken by the Attendance committee. Attendance Committee will decide the cut off percentage in consultation with Principal.
4. It shall be the duty of Prof. Incharge of attendance to maintain following records relating to attendance;
 - a. Daily attendance sheet
 - b. Monthly attendance record
 - c. Term wise data
 - d. Notices issued to Students including TNG list
5. Prof. Incharge of attendance will decide the dates for posting attendance every month, and follow up of the posting of attendance on the scheduled dates by the class teachers.
6. Attendance data should be made available for students through website, latest by 7th of every month and warning letter should be dispatched through courier by 10th of every month. Atleast two letters per term should be sent.
7. There should be atleast one meeting of attendance committee in each term with proper notice and minutes.

Procedure

1. Floor peon will deliver the attendance file in each class at 7.45 am for morning 1st lecture and 12.30 pm for afternoon 1st lecture and 10 minutes before the end of subsequent lectures.
2. Subject teachers will mark present for 'P' and 'A' for absent. No column should be left unmarked.
3. After the lecture is over class teacher will deposit the file either on IV floor or on 1st floor or hand over the same to Mr. Mohan.
4. In no case students should be allowed to take attendance in the class room. Attendance file should not be handed over to students.
5. Mr. Mohan Bhagat will file attendance sheet class wise, programme wise on daily basis to be supervised by Mr. Arun Radhakrishnan.
6. Weekly attendance data will be handed over to the class teacher for calculation and posting in monthly sheet on Saturdays. By the 3rd of every month, monthly posting should be completed by the respective class teacher.
7. Sports incharge and Prof. incharge of students council should submit the attendance of students who have participated in various events, latest by 27th of every month failing which their attendance will not be included in monthly list. Balance 3 days attendance of the month can be included in next month attendance report.
8. Prof. Incharge of attendance will ensure that by 7th of every month print out of monthly attendance of all students is displayed in website / notice board with the help of Mr. Arun Radhakrishnan.
9. By 10th of every month letters to defaulting students should be sent through couriers. For this purpose roll number of students having less than 50% attendance should be handed over to Mrs. Suvarna by 6th of every month.

10. Critical cases (Below 50%) should be followed up by class teacher and a follow up report should be submitted to Vice Principal latest by 15th of every month. In case a student is absent and cannot be located his/her name with roll number should be communicated to the Vice Principal along with follow up report without fail
11. Co-ordinator of each Branch should actively participate in follow up activity of the concerned class teacher.
12. Before the end of the semester, Prof Incharge of Attendance Committee will decide the last date of taking out consolidated attendance data for the term. Hall ticket will be issued by the class teacher in the class room only to those students who have fulfilled the condition relating to attendance.
13. List of students who are not allowed to keep terms should be displayed in Notice Board one week before start of examination.

Principal

C.C to :- Vice Principal

Dr. Aarti S.

Dr. Rinkoo S.

Mrs. Deepika S. (Website)

Dr. Smitha J.

All Class Teachers