

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

ATTENDANCE POLICY / PROCEDURE
(As per Ordinance. 6086 (University of Mumbai))

1. Eligibility for Semester-End Examinations

A student shall be eligible to appear for semester-end examinations only if they have attended a minimum of 75% of the total lectures and practical sessions conducted during the semester.

2. Attendance Committee

- a. An Attendance Committee, chaired by the Principal, Vice Principal as advisory and comprising a Professor-in-Charge and at least three other members, shall oversee and manage all matters related to student attendance.
- b. The committee shall be responsible for all decisions concerning student attendance and will determine the attendance cut-off percentage in consultation with the Principal.
- c. The committee must convene at least once per term, with proper notice and detailed minutes of the meeting documented.

3. Attendance Consideration for Extracurricular and Co-Curricular Activities

- a. A maximum of 30% attendance consideration may be granted for periods missed due to participation in extracurricular and co-curricular activities, including competitions, camps, workshops, conventions, symposiums, seminars, professional courses, and events under Student Council, associations, and Alegria.
- b. This 30% shall be calculated based on the total number of lectures or practical sessions conducted for the class during the semester.
- c. Such attendance consideration will be credited at the end of the semester.

4. Attendance Consideration for Internships and Startups

- a. Attendance consideration for internships or startup-related activities shall be granted only if the student has maintained a minimum of 50% attendance. The authenticity of the case will be evaluated before approval.

- b. No additional consideration shall be granted for internships undertaken during official college hours within the semester.

5. Attendance Consideration for Medical Reasons

- a. In cases of missed lectures due to personal sickness, illness of a parent, or the demise of a parent, up to 25% attendance consideration may be granted. This is subject to the submission of valid evidence or supporting documentation and approval by the Principal based on the gravity and genuineness of the case.

Procedure for Attendance Maintenance and Monitoring

1. Attendance Recording through Smart School Portal

- Attendance for all lectures shall be recorded using the Smart School Portal. Each faculty member will use their individual credentials to access the portal.
- Faculty members must mark attendance by selecting the checkbox next to the names of students who are present for the session.

2. Responsibilities of the Attendance In-Charge

The Professor In-Charge of Attendance shall be responsible for maintaining the following records:

- Daily Attendance Sheets
- Monthly Attendance Records
- Term-Wise Attendance Data
- Notices issued to students, including the "Terms Not Granted (TNG)" list.
- Attendance Undertaking Forms

3. Parent-Teacher Meetings (PTM)

- A minimum of one Parent-Teacher Meeting (PTM) shall be conducted each semester to discuss attendance and related issues.

4. Student Access to Attendance Data

- Attendance data shall be made available to students through the Student Portal for regular updates and reference.

5. Monthly Defaulter List

- A monthly defaulter list shall be displayed on the notice board.
- At least one defaulter notice will also be posted on the college website each semester.

6. **Warning Letters and Undertakings**

- Warning letters and attendance undertakings shall be issued to students with low attendance twice during the semester.

7. **Follow-Up for Critical Cases**

- Students with attendance below 50% shall be categorized as critical cases.
- The class teacher must follow up with these students and submit a detailed follow-up report to the Vice Principal.
- In cases where a student is absent and cannot be located, the student's name and roll number, along with the follow-up report, must be communicated to the Vice Principal without fail.

8. **Coordinator's Role**

- The Coordinator of each branch must actively participate in the follow-up activities carried out by the class teacher for the concerned class.

9. **Consolidated Attendance Data and Hall Ticket Issuance**

- Before the end of the semester, the Professor In-Charge of the Attendance Committee shall determine the final date for consolidating attendance data for the term.
- Hall tickets for semester-end examinations shall be issued by the class teacher in the classroom only to students who have fulfilled the attendance requirements.

Note:

The above policy is subject to revisions or amendments by the Attendance Committee, as deemed necessary in consultation with the Principal. All decisions made by the committee shall be final and binding.



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PRINCIPAL

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