

M.V.R. DEGREE COLLEGE
(UG And PG Courses)
(Affiliated to Andhra University)
An Institution of Priyadarshini Educational Academy)
NAAC ACCREDITED COLLEGE

Dr.V.Rama Rao, M.A.,Ph.D.,
Secretary & Correspondent

Dr.A.Balakrishna,M.Sc.,Ph.D.,
Principal

STUDENT ATTENDANCE POLICY

Introduction

This applies to all taught students at MVRDC. It has been developed as part of the College commitment to providing a supportive learning environment which enables all students to achieve their goals.

As a responsible institution, the College recognizes the investment that students make when they enroll on a course and believes that it has a duty to monitor attendance and to act on non-attendance, so that students can be supported to complete their course of study.

The purpose of the attendance policy is to ensure that staff and students are aware of their responsibilities for attendance and absences in relation to the statutory requirements.(*The Education Act of Andhra Pradesh*).

Aim

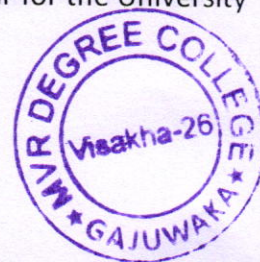
- This policy aim to assist all students to take responsibility for their full and prompt attendance which will enhance their learning experience, develop their personal skills and promote progression.
- To Provide clarity on the college's expectations of students attendance.
- Intended to give staff greater clarity in relation to the College's expectations of an effective attendance monitoring process.

Principles

1. Targets for student attendance (Minimum 75%) should be set and monitored.
2. Punctuality and full attendance should be one of the benchmarks by which the quality of the student judged.
3. Every effort should be made to maximize punctuality and attendance;
4. All staff are responsible for implementation of the Student Attendance Policy

Student Attendance Requirements:

- The student is expected to attend regularly and punctually all classes, laboratories, seminars, projects, assessments, any other academic meetings and all other scheduled activities according to their timetable for their course of study.
- Students are required to attend on time and on brief, and therefore, must be in class before the commencement of the lesson and remain till the last teaching session as per time table.
- In the event that a student has not arrived on time and within 15 minutes after the class has commenced, no entry is allowed until the First period over, so that the class is not disrupted.
- Student is required to record minimum 75% attendance to appear for the University



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examination otherwise it would be considered as non-serious attempt.

- Late arrival at, and early departure from teaching sessions is disruptive, discourteous and unfair to other class members and lecturers.
- It is the responsibility of the lecturer to take the attendance register and record attendance every day. However it is ultimately the student's responsibility to ensure that they have given their attendance and enter in the register.

Timetable

- The College timetable may include classes in the morning, afternoon or evening. The timetable is informed in advance of the start of the semester.
- Students should check notice boards and email communications regularly for information that may include important changes.

Procedure for Recording Attendance

- Admission in-charge prepares Attendance Registers before the start of the classes and hands them over to the lecturers who take attendance.
- The lecturer records attendance against the name of every student.
- Students will be recorded as absentees if they miss any scheduled classes according to their individual timetables.
- The Attendance in-charge collects the registers from the lecturers at the end of the class.
- The Attendance in-charge will input the attendance record for each class into the attendance module

Teaching Staff Responsibilities

- The college has a statutory duty under *the Education policy* to maintain a register of all students attending the college.
- This policy applies to all teaching staff with responsibility for maintaining registers.
- Start and finish classes on time;
- Follow the College timetable and inform the students
- Inform students of the College Attendance Policy and Procedure.
- Failure to maintain a register will result in action under the Staff Code of Conduct.
- Accurately mark attendance, absence in the register and send SMS to absentees.
- Refer unresolved issues concerning attendance and punctuality to the Principal.

Management's Responsibilities

- The Principal is responsible for ensuring that staff are aware of this policy and that students have been inducted into it.

Absences

- For any absences, students must inform class teacher.
- Students who abstain themselves frequently from classes without valid reasons or who

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habitually come late to the classes will be subjected to the disciplinary action taken by the Principal according to the rules of this section.

- Any concern, including repeated or prolonged absence, mentor is available to offer advice and support to the student if required.
- Students must make their own arrangements to catch up with any work missed during their absence.

Attendance and Punctuality Monitoring Procedures

- Student attendance and punctuality are monitored on a daily basis.
- During semester time class teacher will send out reminders to students with consecutive absences.
- Disciplinary committee meets at the end of each term to review overall attendance across the College and to consider and make decisions regarding all individual cases of non attendance.

Lateness & Early Leaving from the Class

- Lateness/early leaving from the class will be recorded by the lecturer on the register.
- Where a student is late for the first time the lecturer must speak to the student on a one to-one basis to discuss the reason for lateness.
- Where the lecturer believes that the reason is justifiable they need to take no further action.
- Where the student persists in being late the lecturer will send them home as an unauthorised absence and refer the incident to the Principal.

Attendance Maintenance and posted in AU portal

- All attendance in the current term is collected and processed by the class teacher and then filed for that Term in university portal

Attendance Shortage

- Student is required to record minimum 75% attendance to appear for the University examination.
- A condonation fee of Rs. 500/- will be collected for shortage of attendance between 66% and 75% (on medical grounds). Less than 66% student has to readmit again.

Maintaining records

- The College's attendance register is kept by means of a computer and/or a hard copy register and must be backed up in the form of an electronic or printed copy not less than once a month. Each of these additional copies must be retained for three years after the end of the college year.
- Copies of all actions taken in respect of Unauthorized Absence are to be recorded and retained for three years after the college year.

