



Learners' Attendance

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1. Importance

The end goal of teaching-learning process can be achieved in the most effective way by the active participation of teachers and learners. Maintaining and monitoring attendance of learners is the primary requirement for the same.

2. Purpose and objectives

The purpose of Learners' Attendance policy is to stream-line & standardise the procedure for documenting the attendance record and to comply to the university norms of attendance.

Objectives:

01 To orient newly admitted learners about the attendance rules during the induction programme.

02 To devise methods for maintaining attendance records.

03 To ensure error free and seamless monitoring of learners' attendance.

04 To conduct periodic meetings for analysing the attendance record of learners.

05 To establish communication channels through class mentors for encouraging learners towards compliance of attendance rules.

06 To organise parents'-teachers' interaction for giving updates about learners' attendance.

07 To frame procedure for applying for leave.

08 To record attendance of learners participating in extra and co-curricular activities.

09 To ensure compliance of attendance rules and procedural norms as set by University from time to time.

3. Scope of the policy

The policy will be applicable to all the enrolled learners of Degree College to whom the attendance norms of University of Mumbai apply.

4. Approval and effective date

This policy has been approved by the standing committee of the college in its meeting on _____ and shall be effective from _____.

5. Rules, guidelines and regulations relevant to this policy

This policy document has been prepared keeping in view various rules, guidelines and regulations that have a bearing on contents of this policy. Following are highlights of these including the consequences such as penal action.

5.1 Ordinance 6068 (O.6068) of University of Mumbai

As per section 1 of the said ordinance the Attendance Committee shall comprise of a minimum of three members with as much representation of different faculties as possible.

As per the section 2 of the said ordinance the every bona-fide 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 number 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%.

As per the section 3 of the said ordinance 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 of the College 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 .

As per the section 4 of the said ordinance without prejudice to what is stated here-in-above, the Principal of the College 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, 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. ...

As per the section 5 of the said ordinance 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 default list for the previous month default list is displayed 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.

As per the section 6 of the said ordinance, at the end of the semester on recommendation of the attendance committee the Principal shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal of the College within 3 days from the date of display of the notice. After disposing the appeals the Principal shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting

learner and send intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

As per the section 7 of the said ordinance the learners whose terms are not granted by the college 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, 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.

6. Key aspects of policy

The Learners' Attendance policy will be the guiding force for compliance of University of Mumbai norms for attendance of learners.

7. Committees for policy implementation

Attendance Committee shall be constituted every year for effective discharging of duties as enshrined in Ordinance 6068 of University of Mumbai. The composition and functioning of the committee shall be as per the said norms.

8. Impact of the policy on processes

The policy relates to: A4 - Attendance (Curriculum Aspect)