
	<p align="center">Barata Mata College of Commerce and Arts, Chunangamvely, Aluva</p>	<p>Policy No. IX Page 1 of 2 Revision No. Date: 18-04-2023 Effective from 01-06-2023</p>
	<p align="center">College Attendance Policy</p>	

Introduction

The purpose of attendance policy is to ensure that the college implements a strict procedure for students' attendance.

1. Students and teachers should enter the class at the first bell (8.45am). At 8.55 am there will be the morning prayer. The second bell will be at 9.00am. Students coming after 9.00am will not get first hour attendance.
2. If a student is absent for one hour it will be treated as absent for half a day and absent for two or more periods will be treated as absent for one full day. A message intimating the absence of the student will be sent to the parent's mobile number.
3. Absence due to ill health should be intimated to the class teacher as soon as possible and medical certificate should be produced on return to the college.
4. If a student is absent for more than three consecutive days, the parent will be intimated by the class teacher and may be asked to meet the HoD.
5. Absence must be regularized by a leave letter, which is to be submitted to the class teacher.
6. The University norms require a student to have a minimum of 75% attendance, in order to be able to appear for the University examinations or to contest in elections. In case a student is unable to meet the minimum attendance required, he/she will not be eligible to write the University examinations.
7. If a student has below 65% attendance, he/she will become non-registered and out of rolls from the University.
8. A student who is absent without intimation for more than 10 consecutive working days will have his/her name removed from the rolls.
9. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the entire programme may be granted by the University. This condonation shall not be counted for internal assessment. Medical certificate is compulsory if the leave extends more than 5 days.

Prepared By Ms. Vineetha Parakkal	Reviewed By Principal	Approved By Executive Director
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10. Monthly attendance report of each class should be maintained in the department.
11. An attendance register should be maintained for each class.
12. Here after there won't be 5 minutes break after each hour, instead a 10- or 15-minutes break can be given after 2nd hour.

Procedure

Attendance should be taken at the beginning of each hour. Students who are not in the class when the name is called will be marked absent for the hour. Attendance should be marked in Linways software on the same day. After 24hrs attendance will be locked and teachers has to send an email to the principal requesting permission to mark the attendance. The principal has to send an email to the IT admin to update the attendance. In case of repeated incidences (more than 2 times) teachers has to get permission from the Executive Director.

Follow-up

Class teachers will be responsible for monitoring the attendance of the students. At the starting of each semester, for one-month, weekly attendance report must be taken and parents of the students with attendance shortage must be cautioned. Later monthly attendance report should be published in the students and parents' group.

In Linways IT admin is responsible for monitoring the attendance marking. If unmarked hours are there, should inform the respective teachers through HoDs through email. Repeated cases will be reported to the Executive Director.

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