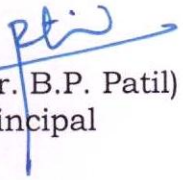


OFFICE OF PRINCIPAL

STANDARD OPERATING PROCEDURE (SOP)
FOR STUDENT ATTENDANCE

1. In view of streamlining of Students' Attendance of practical / theory / tutorial Standard Operating Procedure (SOP) is framed.
2. The SOP is for Students' Attendance (SOP Attached).
3. This will be effective from current academic year 2018 – 19.
4. This SOP will be reviewed as and when required.


(Dr. B.P. Patil)
Principal

Copy To -

Director
Jt Dir

}

for information please.

HOD Mech
HOD Comp
HOD E&TC
HOD IT
HOD ASGE

}

for information and needful action please.

HOD IT

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Publish on AIT Web site

Office Supdt

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for Office Record (Already forward)

STANDARD OPERATING PROCEDURE FOR STUDENT ATTENDANCE

- 1) This policy has been developed as part of the AIT overall Student Attendance & Engagement Strategy which aims to
 - a) Support our students to achieve their performance potential through excellent level of attendance and engagement with their course.
 - b) Develop skills and attributes in our students, which will enhance their employability.
 - c) Insure that appropriate action is taken in instances where attendance falls below acceptable levels.
 - d) Support the development and implementation of a transparent and fair attendance monitoring policy, and associated procedures and enabling strategies.
 - e) Maintain uniformity and consistency in implementation among the departments.
 - f) Maintain a record of the daily attendance of duly admitted students.
- 2) We consider that attendance is a key element of academic success. Therefore, we expect our students to;
 - a) Attend all timetabled teaching sessions (Theory, Practical and Tutorials) of their course
 - b) Attend all scheduled assessments, including tests, presentations and examinations
 - c) Undertake independent learning in support of their studies, as guided and advised by their faculties.
- 3) Every bonafied student 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 and 100 % for practical, and tutorials, etc. At the same time Industrial visits and study tours organized by the college and supervised by the teachers as envisaged in the syllabus are mandatory and shall be credited to his attendance.

Besides, the requirements for seasonal work, performance thereat and attendance therein, and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms. Further, it is mandatory for every student to have min 50% attendance for each course/subject and average attendance has to be 75%.

- 4) The respective department ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting students at the end of every month or at least twice in every semester. In addition to this in the first week of every month for the previous month defaulters list should be displayed on college notice board. If the same student finds defaulter consistently for more than two months, then such students should also be called (along with the parent/guardian, wherever necessary) to meet the class teacher, counselor and Head of department.
- 5) At least two weeks before the end of semester HOD shall display provisional detention list of students on notice board.
- 6) As per the SPPU and AICTE rules acceptable/grantable type of authorized absence is 25% for theory lectures. College Principal/Director has been authorized to relax it, if the student provides bonafide reasons supported by documents, as listed below

Category : 1

- a) Pre-approved leaves for extracurricular / co-curricular, N.C.C. / SSB interviews / N.S.S. camps / Inter-University / Intercollegiate competitions (i.e. Robocon, Supra, Baja, Hackathon or equivalent) / Sports, Workshops / Seminars / Conventions / Symposium and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student. Attendance of these students will be calculated and considered by the department based on actual lectures and practical's missed by these students on that day,

in attendance records of next month. Maximum number of pre-approved periods to be permitted for this activity is limited to 10 working days per term. Students are required to take approval for the same at least five working days in advance. The relaxation of attendance in this category is given under the provision of Ordinance 71 of Poona University Act.

- b) Maximum number of pre-approved periods to be permitted for placement activity is limited to 10 working days per term. These students are required to maintain minimum 75% attendance in theory and 100 % in practical for the balanced working days in the semester, so as to maintain the term.
- c) Maximum number of pre-approved periods to be permitted for internship activity is limited to 25 working days per term. These students are required to maintain minimum 75% attendance in theory and 100 % in practical for the balanced working days in the semester, so as to maintain the term. As a special case, if students are permitted for pre-approved period of more than 25 days of internship, he or she has to maintain the bare minimum requirement of attendance as mentioned in this policy by curtailing the relaxation given in the Category I (a), (b) , (d) and 25% of authorized absence allowed by SPPU and AICTE rules.
- d) Attendance record of students for Chairman / Directors address, guest lecture / visits arranged centrally, as well as industrial and study visits and guest lectures arranged by departments, attendance of students called for demonstration/presentation of project/ mini-project and club activity should be maintained separately by respective faculty incharge and submitted to respective department heads with their recommendation at the end of every month. Attendance of these students will be calculated and considered by the department based on actual lectures and practical's missed by these students on that day, in attendance records of next month. Departments are also required to maintain separate records of

attendance of such students for every term and require recommending the name of students for giving awards for attendance in this category. The students will get 100% attendance of actual lectures and practical's missed on that day. Maximum number of pre-approved periods to be permitted for this activity is limited to 20Hrs or 7 working days per term. The relaxation of attendance in category (b), (c) and (d) is given at institute level with the permission of Principal/Director.

Or

Category : 2

- a) Principal /Director may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates (i.e. sickness of his parent, death of his parents,etc.), condone the shortage of attendance by 20% at the maximum on the recommendations of the Postgraduate coordinator in case of the Postgraduate Courses and the Principals of the Colleges in the case of the Undergraduate Courses. The relaxation of attendance in this category is given under the provision of Ordinance 70 of Poona University Act.

Category : 3

- a) Minimum percentage of attendance required for practical session is 70% for final year class and 80% for the first year to third year class including extra practicals. In case a student fails to attend practical sessions he or she needs to complete that work in the next session or with another batch of the same class or in library period/ extra practical sessions conducted at the end of term in consultation with concern faculty. Apart from this, every bonafide student shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills 100 % completion of practical session and tutorials as prescribed in the syllabus. In addition to this industrial visits and study tours organized by the college and supervised by the teachers as envisaged in the syllabus are mandatory and shall

be credited to his attendance. Besides, the requirements for seasonal work, performance thereat and attendance therein, and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms. The relaxation of attendance in category is given at institute level with the permission of Principal/Director.

- 7) The attendance policy will be regularly reviewed by a committee, and amendments and updates will be undertaken as required.

PUNITIVE ACTIONS :

- 8) At the end of the semester, based on attendance record and attendance policy the Principal/Director shall display a list of the students who are not allowed to keep terms, allowing them to appeal to the Principal/Director within 3 days from the date of display of the notice.
- 9) After disposing the appeals the Principal/Director shall display final detention list and same is intimate to the SPPU authority. This punitive action is recommended as per the provision of Ordinance 66 and 68 of Poona University Act.

SUMMARY OF ATTENDANCE POLICY

Part 1 :-

Sr No	Category	Title	Policy	Final Approving Authority
Theory Attendance				
1.	I (a)	Extracurricular / Co-curricular Activity	Maximum number of pre-approved periods to be permitted for this activity is limited to 10 working days per term. Students are required to take approval for the same at least five working days in advance.	HOD
	I (b)	Placement Activity	Maximum pre-approved periods: limited to 10 working days per term.	HOD/ TPO
	I (c)	Internship Activity	<p>Maximum pre-approved periods permitted for internship is limited to 25 working days per term.</p> <p>As a special case, if students are permitted for pre-approved period of more than 25 days of internship, he or she has to maintain the bare minimum requirement of attendance as mentioned in this policy by curtailing the relaxation given in the Category I (a), (b), (d) and 25% of authorized absence allowed by SPPU and AICTE rules.</p>	HOD Principal / Director
	I (d)	Centrally organized functions with mandatory attendance	100% of actual lectures and practical's missed by these students on that day. Maximum number of pre-approved periods to be permitted for this activity is	HOD

SOP - STUDENT ATTENDANCE

Sr No	Category	Title	Policy	Final Approving Authority
		(Chairman / Directors Address, Guest Lecture etc)	limited to 20Hrs or 7 working days per term.	
	II	Illness / Sadness	Maximum ceiling of attendance in this category is limited to 20%.	Principal/ Director
Practical Attendance				
2.	III	Practical Attendance	Minimum percentage of attendance required for practical session is 70% for BE and 80% for FE to TE including extra practical's. Students are required to complete 100 % practical as per SPPU syllabus requirement of the course/subject.. In addition to this industrial visits and study tours organized by the college and supervised by the teachers as envisaged in the syllabus are mandatory and shall be credited to his attendance. Besides, the requirements for seasonal work, performance thereat and attendance therein, and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms.	HOD

Part 2 :-**MANDATORY REQUIREMENT TO AVAIL
BENEFITS OF CATEGORY I AND II****Mandatory Fields Required to be Maintain by Students to Avail Benefits of
Category I and II**

Sr No	Category and activity	Description
1.	Theory Attendance, Category I	Students of FE to TE-60% and BE-50% of physical attendance are required to be maintained at the end of term to avail the benefits in this category.
2.	Theory Attendance, Category II	All Students are required to maintain minimum 50% of physical attendance at the end of term to avail the benefits in this category.
3.	Theory Attendance	Further, it is mandatory for every student to have minimum 35% attendance for each course/subject and average attendance has to be 60% for FE to TE and 50% for BE.

Part 3 :**SAMPLE CALCULATIONS****CALCULATIONS FOR AVERAGE LECTURES PER WEEK,
PER DAY AND PER TERM**

As per SPPU syllabus structure number of lectures per week= **17 lectures/week**(as an average)

[Number of lectures per term as per SPPU structure for SE to BE Mechanical are (SE-I: 19+SE-II: 18+TE-I: 17+TE-II: 17+BE-I: 16+BE-II: 13)/6]

Number of lectures per day = **3 lectures per day** (17 lectures per week/ 5.5days per week)

Average length of semester= **14 weeks**

Maximum number of days in semester =**77 days** (14*5.5)

Maximum lectures in semester =**231 lectures** (77*3)

As per SPPU rules number of lecturers required to be attended by students in semester = **173 lectures**(231*0.75)

As per policy relaxation in attendance includes:

Case 1 (a) Extracurricular /Co-curricular Activity = **10 days**

[It is assumed that students will participate one seven day and one three day activity out of; Baja/Supra-7 days, Robocon-7 days, Hacketon-7 days, SSB interview-7 days, sports- 3 days and workshop/seminar-3 days.]

(b) Placement Activity = **10 days**

(c) Internship Activity = **25 days**

(d) Central Functions = **7 days**

[Maximum number of hours covered in this category includes Director and chairman address- 4Hrs, guest lectures -4Hrs, presentation/ demonstration of projects, mini-projects and club activity 3 turns*2 Hrs dry run*2Hrs visit-12Hrs this comes to total 20Hrs.This is equivalent to lecture attendance of 7 days (20 Hrs/2.9 lectures per day).

Worst Case : Class BE with full benefit of category I

Number of days exempted= 10+10+25+7=**52 days**

Number of days left=77-52=**25 days**

75 % of 25 days = **19 days/ semester** or**25%** of attendance

= 19*3=**57 lectures/ semester**

= 57/5= **12 lectures/subject**

Normal Case: Class BE with full benefit of category I except internship

Number of days exempted= $10+10+0+7=27$ days

Number of days left= $77-27=50$ days

75 % of 50 days = **37.5** days or **48.7** % of attendance \approx **50%**

= $37.5*3=113$ lectures/ semester

= $109/5=23$ lectures/subject

Worst Case: Class SE to TE with full benefit of category I

Number of days exempted= $10+0+25+7=42$ days

Number of days left= $77-42=35$ days

75 % of 35 days = **26** days or **34** % of attendance

= $26*3=78$ lectures/ semester

= $78/5=16$ lectures/subject

Normal Case: Class FE &TE with full benefit of category I except internship

Number of days exempted= $10+0+0+7=17$ days

Number of days left= $77-17=60$ days

75 % of 60 days = 45 days or **58** % of attendance \approx **60%**

= $45*3=135$ lectures/ semester

= $131/5=27$ lectures/subject

Date:

Permitted Absence Application

(Intimation Letter)

Year	:	_____
Branch	:	_____
Div	:	_____
Roll no	:	_____

Name of Student :

Absence applied for :

Case - 1

- (a) Pre-approved leaves for extracurricular/co-curricular activity. Maximum number of pre-approved periods to be permitted for this activity is limited to 10 days per term. Students are required to take approval for the same at least five working days in advance.
- (b) Pre-approved leaves for Placement activity are limited to 10 days per term. These students are required to maintain minimum 75% attendance in theory and 100 % in practical for the balanced working days in the semester, so as to maintain the term.
- (c) Pre-approved leaves for internship activity are limited to 25 working days. These students are required to maintain minimum 75% attendance in theory and 100 % in practical for the balanced working days in the semester, so as to maintain the term.
- (d) Centrally organized functions with mandatory attendance (Chairman/Directors Address, Guest Lectures etc). The students will get 100% attendance of actual lectures and practical's missed on that day. Maximum number of pre-approved periods to be permitted for this activity is limited to 20Hrs or 7 days per term.

OR

Case – 2 : Pre-intimated absence for bonafide illness, or any other compelling reasons beyond the control of the candidates (i.e. sickness of his parent, death of his parents, etc.) maximum ceiling 20%.

Enclose proof if any

Date of Absence : From _____ To _____

Signature of Student

Permitted/Not permitted

Absence Applied	:	_____ days
Absence Granted as per	:	1) Case 1: (a) / (b) / (c) / (d) 2) Case 2: Illness/Sadness
Number of hours or days recommended:	:	_____

Signature of Coordinator/Class Teacher with date
(Name: _____)

Signature of Class teacher with Date
(Name: _____)

Signature of HOD with Date

Sanctioning authority:

Case: 1 - HOD/Joint Director

Case: 2- Principal/Director

Principal / Joint Director/Director