Attendance Policy

Govt. Holkar (Model Autonomous) Science College, Indore (M.P.)

Version : 2.0

Dr. Suresh T. Silawat
Principal
Govt. Holkar (Model, Autonomous) Science College, Indore

FOREWORD

One of the most important policies of any Institution is the **Attendance Policy for students.** The COVID-19 Pandemic has impacted the society as well as the Institution in many ways. The pandemic as well as economic challenges prevented students from physically attending their classes. The challenge of delivering quality education as envisaged in Sustainable Development Goals (SDGs) – 2030, during the pandemic time, has opened up innovative and newer avenues of teaching & learning.

Online classes, self-paced learning, and Flipped Classrooms, has eventually taken a front seat and seen a huge transition in curriculum delivery methods. Thus revising our earlier attendance policy with practical and humane outlook is the demand of the time.

Though the college will not compromise on the minimum attendance (online as well as offline) standards, but keeping in mind the upheavals during pandemic and aftermath, genuine cases of absenteeism will be empathetically dealt with by providing facility for extra classes (hybrid mode) / study materials and giving weightage to extra-curricular achievements in cognizance with the soul of National Educational Policy-2020.

The Institute shall examine its **"Attendance Policy"** on a regular basis and change it as necessary to comply with government directives and taking into consideration human aspects.

I express my gratitude to my team for compiling a comprehensive policy on attendance of the student, which will be beneficial for them too!

Dr. Suresh T. Silawat
Principal

Vision and Mission of the Institute

Vision:

To make our youth the torch-bearer of knowledge, and to continue the rich legacy of imparting scientific education and groom them on an intellectual, social and humane platform.

Mission:

- To create an innovative ecosystem for the promotion of scientific temperament.
- To enrich the academics with state-of-the art technology and innovation at par with the global standards.
- To impart Skill-based training relevant to local and global needs.
- To develop a well-groomed and empowered youth.
- To nurture a socially responsible and value-driven generation.

Govt. Holkar (Model, Autonomous) Science College, Indore (M.P.)

Attendance Policy

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Govt. Holkar (Model, Autonomous) Science College, Indore (M.P.)

Attendance Policy

One of the most important policies of any Institution is the Attendance Policy for students. The COVID-19 Pandemic has impacted society as well as the Institution in many ways. The pandemic as well as economic challenges prevented students from physically attending their classes. The challenge of delivering quality education as envisaged in Sustainable Development Goals (SDGs) – 2030, during the pandemic time, has opened up innovative and newer avenues of teaching & learning. Online classes, self-paced learning, and Flipped Classrooms, has eventually taken a front seat and seen a huge transition in curriculum delivery methods. Thus revisiting our earlier attendance policy with practical and humane outlook is the demand of the time.

Introduction:

Extent of absenteeism defines how seriously students take their studies or how much they believe in maintaining the discipline and obey the rules. College policy on this issue will be that we shall not make any compromise with the minimum attendance (online as well as offline) requirement. But keeping in mind the upheavals during pandemic and aftermath, genuine cases of absenteeism should be empathetically dealt with by providing facility for extra classes (hybrid mode) / study materials and giving weightage to extracurricular achievements in cognizance with the soul of National Educational Policy-2020. However, continuous absenteeism without any justifiable reason should be strictly dealt with so that a clear demarcation is done between genuine and non-genuine absenteeism.

Action-Plan

Based on online or offline mode of classes, absenteeism shall be monitored at three different levels i.e.

1. Absence from college physically/virtually for whole day (online/offline).

2. Absence from particular class (online / offline).

3. Not meeting the minimum requirement of 75% attendance in each subject taught either online or offline.

1. **Absence from college physically/virtually for whole day (online/offline)**

   It is expected that a student will abstain from the institute only after obtaining due permission from respective Head of the Departments. Absence without permission, written or verbal, pre or post absence, will be treated as misconduct and may be dealt with accordingly.

2. **Absence from particular class (online / offline)**

Attendance is marked in every period. Thus, student has to remain present in all the periods for meeting the required level of attendance

If a student is involved in any other activity related to the institution under instruction from any teacher, he/she has to obtain a certificate to this effect immediately and submit it to respective heads of department.

3. **Not meeting the minimum requirement of 75% attendance in each subject taught either online or offline**

Students having attendance less than minimum requirement shall be dealt as per rules of the Department of Higher Education, Govt. of M. P. as the case may be.

3.1. Consideration of attendance by extra-classes

For borderline short attendance cases where performance of the learner is satisfactory in Continuous and Comprehensive Evaluation (CCE) in the respective subject, HEI may provide an opportunity to the student to fulfill the attendance shortage by attending extra classes online /offline.

Students, who have participated to the extra-curricular activities on behalf of the institute and/or won any competitions at city, state, national or international level, may be allowed some extra weightage for attendance, at the discretion of the Principal. Principal will be the sole authority to resolve any grievance under these rules.

3.2 Consideration of attendance by assignments

As few students belong to economically weaker section from rural areas and they have to extend helping hands to the activities of their parents in the fields at the time of agriculture work. For such students college provides assignment option to fulfill their short attendance during this period. Students was complete such assignments will bet attendance of such period.

Amendments

- The Institute shall examine its "Attendance Policy" on a regular basis and change it as necessary to comply with government directives and taking into consideration human aspects.

- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

Publication of Attendance Policy

The Policy on Information technology shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

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ACKNOWLEDGEMENTS

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Govt. Holkar (Model Autonomous) Science College, Indore

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[Vasudhaiva Kutumbakam]

FINISHING GOAL

STARTING GOAL

Our SDG-2030 Goals Tree
कल्पवृक्षः