

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

**(An Autonomous Institute and Centre for Excellence)**

**Attendance Policy**

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 requirement. We shall sympathetically deal with genuine cases of absenteeism by providing facility for extra classes and giving credit for achievements in extracurricular activities. However, habitual absenteeism will be dealt with strictly and a clear demarcation will be made between leave/exemption for being absent and will full or purposeless abstaining from the classes.

Absenteeism shall be monitored at three different levels i.e.

1. Absence from college for whole day.
2. Absence from particular class.
3. Not the requirement of minimum attendance of 75% in each subject.

**1. Absence from college for the whole day**

It is expected that a student will abstain from the institute only after obtaining due permission from respective heads of the department. 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**

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 minimum requirement of attendance**

Students having less than required attendance will be dealt with as per rules of the Higher Education as the case may be.

For borderline cases where performance of the subject is satisfactory in CCE. Institute may provide an opportunity to the student to complete the attendance by attending the extra classes. Students having required attendance will be permitted to attend these extra classes.

Students, who have contributed to the activities of the Institute and/or won any competitions at city, state, national or international level, may be allowed some extra credit of attendance at the discretion of the Principal. Principal will be sole authority to resolve any grievance under these rules.

**4. Consideration of attendance by assignments**

Students who have contributed to the activities of their parents in the fields at the time of agriculture work, college provides assignments to the students for this time. Students who complete such assignments will get attendance of such period.