

## SOP FOR ATTENDANCE OF STUDENTS

2024-25

- Attendance must be recorded during every lecture as per timetable, without fail.
- Attendance defaulters' list will be displayed on the 1st of each month.
- Warning letters will be sent via email to defaulters by the 7th of each month.
- Students with less than 60% attendance will not be given the hall tickets for examination.
- Students with ZERO attendance will not be allowed to appear for class tests or submit their projects for Internal assessment.
- The Attendance Committee will separately inform the ZERO attendance student/s that their name will not be included in the list of examinees for the class test. Such students will be given an opportunity to represent their case in the presence of their parents only, followed by an undertaking. Those who fulfill this, only these students will be allowed to appear for class tests.
- Attendance defaulters below 60% will not be allowed to submit assignments, projects, or participate in internal quizzes.
- Class mentors will organize PTMs to highlight attendance issues, academic performance, and the importance of regular attendance.
- PTMs should conclude with parents signing an undertaking form acknowledging the potential consequences of poor attendance.
- Class Mentors will document parental undertakings and submit them to the Attendance Committee.
- Students with attendance below 60% but not ZERO will require parental undertakings to be eligible for class tests, assignments, or projects.
- For SY and TY students, mark sheets will not be distributed to defaulters until parents sign an attendance undertaking form.
- FY results will be withheld for students with attendance below 60% in semester I.