

ATTENDANCE POLICY KIMS STUDENTS

1. Regularity and punctuality are the keys to success in all walks of life especially for the students. It has been observed that students are not regular in attending the classes. This aspect not only deny them to seek knowledge but also affect to fulfil the minimum required attendance to appear in modular / Final exam.

2. Policy Contour

- a. Attendance and Leave policies should be very clear to all stake holders i.e. students, teaching faculty and administration. Moreover, policy should be uniform across all the departments.
- b. Students' affair department will be overall responsible for matters pertaining to students' attendance. Proforma for students' attendance (Annex A) will be forwarded to all Departments however Departments can make minor adjustments in proforma as per their requirement after consultation with Student Affairs.
- c. HoDs of respective department are responsible to monitor monthly students' attendance through staff departmental staff detailed for the task. They should remain vigilant of students' attendance in their specified slot as per time table.
- d. A cut -off level of 75% will be followed for students' attendance. This cut off level will be calculated for each mode of teaching (lecture/practical/CBL/visit etc) separately.
- e. Only authorized leave will be counted as leave, unauthorized leave will be counted as absent.
- f. Authorized Leave days will not be counted when calculating the attendance and will be omitted from the number of total days of teaching. However, the maximum number of authorized leave will be determined by the competent authority.
- g. Leave to be applied at least one week of prior to the planned dates.
- h. Details of all the leave for students sanctioned from student's affair department will be forwarded to teaching dept.

3. Emergency Leave

- a. In case of emergency, student must immediately notify the concerned personnel at student affair department.
- b. After availing emergency leave, student will be responsible to submit all relevant document / proof with properly filled leave form. Leave will be considered as authorized leave only in case the reason/documental proof was found valid.
- c. **Other Leave:** For all other kind of leave the KIMS admin reserves the right to accept or reject the application and student will not leave college / hostel without confirmation from student affair department.

4. **Role of Teaching Departments**

- a. Attendance should be duly signed by the faculty conducting the session and non-teaching staff is to maintain and update record of attendance.
- b. The consolidated (monthly/modular/annual) percentage of student's attendance in lectures and practical's / clinical rotations to be calculated by each dept at the end of each month as per Annex 'A' and to be displayed on their department notice board by 2nd day of each month and also to submit a copy to student affair department.
- c. HoDs should hold monthly meetings at respective departments to discuss students' attendance. Students having attendance below the cut-off level in any subject must be notified by the department with information to student affairs.
- d. At any time during academic year student will be called by concerned HoD in case his/her attendance falls below 75% in particular subject.
- e. Names of students who are continuously failing to improve attendance despite notification by the department to be forwarded to student affairs.

5. **Role of Student Affair Dept.**

- a. Staff responsible for student attendance to daily collect the names of absent student from the department and send info SMS to the registered mobile numbers of concerning parents on the same day. Record of such SMS to be maintained by the staff.
- b. The staff responsible to maintain attendance record of basic and clinical years will compile a consolidated state of attendance as received by the departments. Details are to be shared with the class on their whatsapp group.
- c. On receipt of names of students with attendance below 75% percent forwarded by the department will be called by student affair for counselling and SMS/e-mail be sent to concerning parents informing them regarding the consequence of low attendance.
- d. Any student who fails to achieve a min 75 percent attendance before a module / ward test will not be allowed to sit in exam.
- e. Any student with attendance less than 75 percent before annual exam will not be allowed to sit in the final exam. These students will only be allowed to appear in the retake exam of that year after the undertaking himself by the student and their parents.

