

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

POLICY ON STUDENT ATTENDANCE, PARTICIPATION, AND ACADEMIC COMPLIANCE

Objective:

This policy is a part of college overall student attendance and Engagement 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 students which will enhance their employability and entrepreneurship opportunities.
- c) Ensure the appropriate action is taken in instance where attendance falls below acceptable level.

Attendance and Participation:

1. All the students are expected to be present in all theory lectures, tutorials, practical, co-curricular courses etc. scheduled for them. Attendance will be closely monitored during the semester.
2. If a student is continuously absent from the subject-wise Theory/Practical classes for more than 04 working days without informing the Class Counsellor, the Class Counsellor shall immediately bring it to the notice the Head of the concerned department / Dean Academics. Class counsellor will call him/her and give him/her oral/written warning. The parents of such students will have to meet HOD regarding explanation of absentee of their wards.
3. Every month, Dean Academics will consolidate the Class wise list of students who have remained absent for more than 25% of the actual classes and display it on the notice board of the department. Formal warning will be issued to these students and their parents will be called to meet HOD regarding explanation of absentee of their wards.
4. Leaves for Internship, extracurricular / co-curricular/ N.C.C. / N.S.S. camps / Inter-University / Intercollegiate competitions / Sports, Workshops / Seminars / Conventions / Symposium and Games by the University or College authorities should be pre-approved by HOD and Principal.
5. Maximum 25 % leaves are permissible which includes Medical and all others (Excluding the leaves mentioned in point number 4).
6. A student must have minimum 75% attendance in each course of the total number of classes including lectures / tutorials and practical to grant the term.
7. At the end of Semester, Dean Academics will consolidate the Class wise provisional detention list of students who have remained absent for more than 25% of the actual classes and notify it to the concerned students and their parents through Head of the department/Principal.
8. The following action will be taken against the detained students:
 - i) The Student will not be eligible for internal marks based on attendance.
 - ii) The Student will not be eligible to avail the Academic institute level incentive marks.
 - iii) The Student will not be eligible for scholarship of any kind from the institute.
 - iv) The Student will not be eligible for library facility.
 - v) The Student will not be eligible for internship, industrial visit/field visit, training, placement etc.

9. College will not approve University Examination forms of the detained students making them ineligible to appear for the University Examination.
10. As per SGB Amravati University Ordinance, the internal marks for theory attendance should be as follows:

Attendance	Marks
Below 75%	Detention
75 – 79.99 %	01
80 – 84.99 %	02
85 – 89.99 %	03
90 – 94.99 %	04
95 – 100%	05

11. Principal, on the recommendation of Head of the department, reserves the right to take appropriate action in genuine/exceptional cases.


Dean (Academics)


Principal