

PART A

EXAMINATION GUIDELINES

I) ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising a convenor, 04 co-convenors and at least 10 faculty members representing the Arts, Science, Commerce and Unaided courses for maintaining records and implementing the rules of attendance.

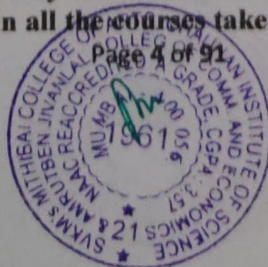
The Attendance committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty by submitting a written application within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be inwarded at college office and forwarded to the respective Vice Principal. In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence. Any absence without written intimation will be treated as unauthorised and will be reflected thus in the records.

Warning letters shall be issued to the defaulting learners at least twice every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, that his/her ward will attend lectures/ practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective semester end examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the semester end examination:

- 1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester.** Attendance for learners for the short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials which are delivered on the concerned day/s. **Further it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in**



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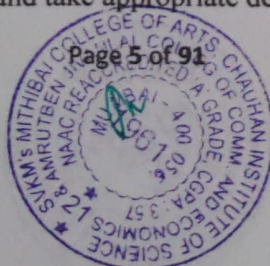
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the program.

- 3) a. Attendance of the learners who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials.
(Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).
- b. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the college. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. **No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. (learners should submit the medical certificate within six working days of resuming college)**
- 4) Before the semester end examination, the list of learners whose term is not granted and who are debarred from appearing in the semester end examination will be displayed on the college notice board as well as on the Learner Portal. The college will also communicate, through post / e- mail, to the learners whose term is not granted.
- 5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the college ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
- 6) The requirement of 75% attendance as a requisite for appearing in Term end examination with a provision of condonation upto 5% by the Principal on the grounds specified in the rules, may be relaxed on a case by case basis in respect of students having attendance below 70% on the grounds of genuine medical emergencies and any other extreme exigencies. Such cases will be referred by the Principal with his recommendations to a Committee (Appellate Authority) at the SVKM management level comprising of the following:

President-SVKM & Chairman-Governing Body
CEO-SVKM-Asoke Basak
Advisor to the President-Dr MN Welling

The Committee will consider and take appropriate decision on such cases.



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- 7) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the semester end examination. Learners who have less than 75% attendance per **program** in a semester and/or the learners who have less than 70% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous), (hereinafter referred to as Mithibai College (Autonomous) or the College and complete all the requirements of the respective program subject to the validity of the program.
- 8) 100 % attendance in each course is desirable

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
*75% and above	Eligible to appear for Semester end Examinations
*Between 75% and 70%	Eligible to appear for the Semester end Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above)
Any other situation arising apart from the above two situations	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

