

PROPOSED

Student Attendance & Leave policy -Academic Year 2019 (Dental Section)

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1. Guiding Principles of Attendance & Leave Policy

1. IMDC has the right to ensure that its student achieve minimum attendance levels as defined by National Regulator and further refined by the College/ University academic policies.
2. The procedure for marking attendance should be fair in its procedure and implementation
3. The procedure for calculating attendance should be done honestly without any prejudice or pressure from any of the stakeholders (students, faculty, administration)
4. The student should be provided with opportunities to appeal the attendance calculated by following laid down procedures
5. The leave policy should be equitable and fair; ensuring that students are not unjustifiably held back.

2. Methodology of student attendance recording & calculation

1. All attendance must be recorded on departmental register.
2. NO ATTENDANCE WILL BE ACCPETED ON PLAIN PAPER AS VALID IRRESPECTIVE OF THE SIGNING AUTHORITY
3. Once attendance has been calculated it CANNOT under any circumstance be revised UNLESS a clerical error is detected, see "7. Appeals".

3. Minimum Attendance requirements

All students must maintain minimum standards of attendance as specified below to be eligible to take College summative and Annual University Examinations otherwise they will appear in the supplementary examinations directly provided they have fulfilled all requirements.

1. Students of academic years I - II must maintain a minimum attendance of 75% in each block to be eligible to appear in end of block written & OSPE assessment.
2. To appear in Block University Annual examination (Years I – II) a student must have a minimum of 75% attendance in each block.
3. Students in Year III & IV must maintain a minimum of 75% attendance in **each subject separately** to be eligible to take University Examination.
4. Students who are repeating an academic year and wish to improve their internal assessment must maintain at-least 75% attendance ***in block/subject***.
5. The attendance of students, who are admitted to the College (in 1st year) after the academic session has started, will count from the date of admission. They will follow the student attendance and leave policy in all other respects
6. The eligibility, of students who migrate from other Colleges in Year II, III, IV following a similar integrated curriculum, for College/ University examinations will be based on

submitted attendance and subsequent attendance after migration as per **this** policy. They may be given the benefit of attendance rules prevailing in their previous College in the module/ blocks attended PROVIDED their submitted attendance is verified to satisfy the rules in vogue at the previous College.

4. Attendance Responsibilities

1. For Years I & II the responsibility of attendance lies with the faculty member in-charge of an academic activity (e.g. large group, SGD, Practical etc.). For Years III & IV respective HODs will be responsible for attendance.
2. All student absences and approved leaves must be appropriately recorded by the concerned office/ block assistant. The office/block assistant is also responsible for keeping an up to date record of student leaves.
3. Students/ staff/ faculty who are caught marking proxies will be referred to the disciplinary committee for further review of their actions and its consequences.

5. Communication of Attendance

1. All attendance information will be officially communicated through the office of student affairs.
2. ~~Monthly~~ attendance may be displayed on student notice boards for ~~the~~ final Year.
3. The current practice is to share the complete attendance record of modules/lecture rotation with assessment report at the end of the month with students and their parents/ declared guardians as per College record.
4. Parents/ guardians of students whose attendance falls below 75% by mid-block/mid year year must be contacted by the student affairs by Email and Text Message on contact provided and available on record immediately on receipt of attendance.

6. Leave Rules

1. All student absences must be catered for in the 25% leverage provided. i.e. at all times the minimum attendance criteria laid above must be maintained. The leverage is provided to cover emergencies and unforeseen circumstances beyond human control that requires time off and SHOULD NOT BE CONSIDERED A PRIVILEGE THAT HAS TO BE AVAILED IRRESPECTIVE REQUIRED OR NOT
2. Students MUST plan their absences within this time frame. No extra leverage, beyond 25%, will be given to students proceeding for Hajj, Umra, other religious/ cultural/ social activities, wedding or ceremonial functions like graduations (siblings etc.), electives etc. At all times the students are responsible for being aware of their attendance status.

3. Students who are to appear in the University Supplementary examination will only be allowed leave for the actual days of the student's Supplementary examination as notified in the University date sheet for the concerned examination. Any other sessions missed by the student will be counted as absences and the student will be responsible for consequences of missing the classes

7. Appeals

1. A student has the right to appeal within 2 days of distribution of attendance by applying on the prescribed form (annexure I) available from student affairs department.
2. Student affairs department will counter check the attendance available with them and verify from the concerned department head as the case maybe.
3. If a discrepancy is noted, it should be immediately rectified by the student affairs department informing both the concerned block coordinator/HOD and the student ensuring that the student's attendance is properly updated in his/her official record. The record will ONLY be considered updated once the concerned block coordinator/HOD is informed of this change within three working days

Annexure I: Review of Attendance

Dear Sir,

I wish to apply for review of attendance. The pertinent details are as follows:

Today's Date	
Applicant Name & Contact No.	
Roll#	
Year of Study	
Block/Subject	

Please attach a copy of your attendance with this application

Thank You
Sincerely,

(Student Name & Signature with date)

FOR STUDENT AFFAIRS USE ONLY

1. Current Student attendance (from copy provided by student):
2. Student Affairs Reviewed attendance: (Write N/A if same as current):
3. Attendance verified from module/ clerkship/ department: (Write N/A if same as current)
3. Reason(s) for initial error in calculation:
4. Student allowed to see attendance: YES NO
5. Student Records updated (if required): YES Not Required
6. Corrected attendance notified to student: YES Via: Email/Self/ Date:

Name & Signature of representative of student affairs:

FOR USE BY MODULE COORDINATOR(S) CLERKSHIP DIRECTOR(S)/HEAD OF DEPARTMENT ONLY

Name & Signature of Module coordinator/ Clerkship director