

Attendance Policy

Rationale: Maintaining and monitoring regularity of students for overall development.

- The college has a mechanism to record attendance electronically through the ERP software.
- The institute is also using the service of TeachUs, the College Intelligence App to digitally record the attendance of the students.
- Every student is expected to attend 100% lectures, practical's and tutorials conducted for every subject in each Semester.
- As per the guidelines of University of Mumbai, every student shall ordinarily be allowed to keep terms for the given Semester in a programme of his/her enrolment, only if he or she fulfills at least 75% attendance as an average of total number of lectures etc. For practical's and tutorials, 100% attendance is mandatory for the students.
- To monitor the daily attendance of the students, an Attendance Committee is constituted which publishes the class-wise monthly defaulters Lists. The parents / guardians of the defaulter students are called for the Parents-Teachers Meeting.
- Condonation on medical grounds is granted only with prior permission.
- Some concession in attendance is given to students participating in cocurricular and extra-curricular activities.
- A declaration form is signed by both the student and parent, acknowledging their understanding and agreement with the attendance policy.
- Attendance rules are clearly stated in the prospectus and every student gives an undertaking on regularity during admissions.