



Panchakshri Shivacharya Trust's

Est :- 1973

# CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Phone No:- (02382) 240192, Fax:- (02382) 243855, Email:- channabasweshwar@gmail.com, Website:- www.channabasweshwar.org

Approved by:- Govt. Of Maharashtra, PCI, New Delhi, Affiliated to :- S.R.T.M.University, Nanded , MSBTE, Mumbai.

## 1.0 INTRODUCTION

A Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. The College recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Accordingly, the College is an attendance-taking institution that requires student attendance in order for students to remain enrolled in a class. The College also requires that instructors take and timely report student attendance. This policy sets forth additional details related to student attendance

## 2.0 OBJECTIVE

1. To provide the platform to the students for sharing their problems related to academic and non- academic matters.
2. To help students get the most out of their education and graduate prepared for their profession.
3. The aim of this policy is to encourage regular attendance at college by all students.
4. To ensure consistent policy & practice in relation to recording, monitoring & improving attendance & punctuality across the whole College.

## 3.0 SCOPE

This policy shall apply to all college students. Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class coordinator defines circumstances under which an absence may be excused. The teacher is responsible for the maintenance of standards and quality of student work in his or her classes and absences are generally an individual matter between the student and teacher.

Attendance is important for the students to make them day to day regular and for carrier output of student

## **4.0 PROCEDURE**

### **4.1. ATTENDANCE RULES AND REGULATIONS**

- Attendance in classes as per university norms is strictly enforced and is a prerequisite for appearing for Final/University exams. Students are expected to adhere to the prescribed rules strictly.
- A student is required to have at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.
- A Student will be granted leaves for valid reasons only and he/she will have to fill student leave form.
- In case of medical leave, a student has to submit a medical certificate to his/her class coordinator.
- Students having attendance on below 80 % in two subjects were asked for the reason and if the reason found genuine like health problem, social issue etc. than they are allowed to appear in Internal exam with condition to remain regular in upcoming days of Current semester by taking undertaking duly signed by students and parents.



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- Students having attendance below 80 % in three subjects have to submit undertaking for being regular for upcoming days of current semester. They have to also accept Action taken by authorities that is during vacation debar of three days they have to attend regularly to library for full institute hours & have to take assignments after concerning subject coordinator & complete them as per the given deadline.
- Students having attendance below 80 % in more than three subjects have to submit undertaking for being regular for upcoming days of current semester. They have to also accept Action taken by authorities that is during vacation debar of 7 days they have to attend regularly to library for full institute hours & have to take assignments after concerning subject coordinator & complete them as per the given deadline.
- If their attendance found less than norms in final attendance review of current semester, they have to accept that they might be restricted to appear from external examination & also if they do not fulfill conditions given.
- Students are not expected to go out of campus during their class hours
- Students are allowed out of campus at lunch time only.

#### 4.2. ATTENDANCE COMMITTEE (AC)

To follow smooth work attendance committee is constituted and it may be revised after two years. The Attendance Committee is responsible for the performance of its responsibilities and the workout of its rules. The role of the Attendance Committee is to look out the attendance of the student so that it can facilitate regularity of the students and carrier development of the students.



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#### 4.2.1 Formation of an Attendance Committee

The formation of the attendance committee is an important task in any college. The Principal has the discretionary powers in nominating the members for the committee. In case of absence of the Principal, the in-charge Principal acts as Chairman of the committee. The following sequence, members may be nominated by Principals as members of the attendance committee as per course. The Committee shall meet at least Two times in each semester on first attendance review meeting and final attendance review meeting.

Sr. No.	Member	Designation
1	Principal	Chairperson
2	Senior Staff	Coordinator
3	Assistant Professor	Co-Coordinator
4	First year Class coordinator	Assistant to Coordinator
5	Second year Class coordinator	Assistant to Coordinator
6	Third year Class coordinator	Assistant to Coordinator
7	Final year Class coordinator	Assistant to Coordinator

#### 4.2.2. Duties and responsibilities of the attendance Committee

- To prepare the policy for attendance.
- To assist co coordinator in formulating general rules and regulations which are needed to maintained.
- To prepare attendance using ICT Tools.
- To identify students having less attendance.
- To do attendance review meeting in each semester / year.



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### Function of Attendance Committee:

- Arrange attendance review meeting twice in semester.
- Collect the attendance from course coordinator and isolate students who have low attendance in each course.
- Collect undertaking duly signed by students and parents.
- Action taken against low attendance report by chair i.e. vacation debar, assignments, to solve number of university questions, to attend the library regularly up to 5:00 pm to recover hours of absent etc.
- Allow the Students to appear in university examination after follow respective action taken.
- Inform review of low attendance to students, mentors and parents.

### 5. REFERENCES:

Policy of PCI / S R T M University / M S B T E.

### 6. ANNEXURES:

Annexure I

Annexure II



Principal

Channabasweshwar Pharmacy  
College (Degree), Latur