



॥ विद्या विनयेन शोभते ॥

Janardan Bhagat Shikshan Prasarak Sanstha's
CHANGU KANA THAKUR

**ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL
(AUTONOMOUS)**

Re-accredited 'A+' Grade by NAAC (3rd Cycle - CGPA 3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

Rules and Regulations (Attendance)

- **Mandatory Average Attendance and Minimum Attendance for each Course**

a) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/her enrolment, only if he/she fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions / field visits / study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total number of periods which are otherwise delivered on the material day/s.

b) Further it is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.

- **Consideration of Absentee on Account of Participation in Curricular / Co-curricular / Extra-curricular and Extension Activities with the Permission of the Principal**

The above same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extra-curricular / co-curricular / extension / activity / competition / camp / workshop / convention / symposium / seminar etc. where the said learner is officially representing the College/University/District/State/Country with the permission of the Principal wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No. 1, shall be deemed to have been attended by the said learner.

- **Condonation of Additional 25% Absentee in Special Cases on Valid Evidence with the Permission of the Principal**

Without prejudice to what is stated here-in-above, the Principal shall be the competent authority to condone the absentee of any learner further up to additional

25%, if deemed fit and on recommendation of the Attendance Committee of the wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the principal 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 /her parent, death of his /her parent, etc. supported by valid evidence, documentary or otherwise.

- **General Rules Pertaining to Attendance**

1. Learners who request leave of absence from lectures / practicals / tutorials for participating in sports, cultural, Avishkar research convention or any other curricular / co-curricular / extra-curricular / extension activities/ competitions on behalf of the college should submit the application countersigned by the respective teacher incharge.
2. All decisions pertaining to recommend to grant of terms will be decided by an Attendance Committee duly constituted by the college.
3. Attendance at all lectures / practicals / tutorials / tests / assignments / examinations is compulsory for all courses. A learner, who is not regular in attendance or fails to carry out his / her work to the satisfaction of the Principal, is liable to cancellation of his/her terms.
4. The learner who do not have minimum required attendance of 75% of actual lectures / practical's conducted in each semester or do not show satisfactory progress in semester / internal examinations will not be sent for college/ University examinations.
5. Periodical tests/assignments/seminars are compulsory for the learner of all classes.
6. A learner who remains absent for the periodical test / assignment / examination due to his / her illness shall be required to submit the medical certificate, along with the application endorsed by parent.

7. A learner who remains absent for three consecutive days is required to submit a leave application duly signed by his/her parent/guardian.
8. Learners who are not permitted for the Examination will not be re-admitted to the college.