

**BHAVAN'S COLLEGE (AUTONOMOUS)**  
**STUDENTS' ATTENDANCE NOTICE AY 2021-22**

**Date : 17/07/2021**

**As regular lectures/practicals for SY/TY classes have started, all students are hereby notified that -**

1. The college strictly follows the university ordinance of O.6086, which states that every student will be allowed to keep terms for the given semester in a program of his enrolment, only if the student fulfils at least seventy-five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorial. IT IS MANDATORY FOR EVERY STUDENT TO HAVE MINIMUM 50% ATTENDANCE FOR EACH COURSE & AVERAGE ATTENDANCE HAS TO BE 75%.
2. Students' attendance in lectures / Practicals shall be regularly collected by the subject teachers through Google Forms ONLY. No manual attendance shall be marked.
3. Teachers shall compile the paper-wise monthly attendance record before 5<sup>th</sup> of every month, and communicate it to the students in the respective class.
4. If students have to make any claims or if they find any calculation errors in their attendance record, they should report to the concerned teacher immediately and get their record corrected.
5. Monthly attendance record shall be displayed on the college website by 12<sup>th</sup> of every month. Grievances regarding the attendance (of the previous month) thus displayed can be brought to the attention of the attendance committee by email, latest by the 15<sup>th</sup> of the following month, pending which it shall be considered accepted by the student. The mail for sending attendance related grievances is [attendancegrievance21-22@bhavans.ac.in](mailto:attendancegrievance21-22@bhavans.ac.in).
6. At the end of the semester, the attendance committee shall collate the attendance records of all months and shall display a course-wise attendance defaulters' list on the College website. Students shall be given a specific time period of **three days** during which, the defaulters may appeal to the Principal to condone their absence. If the students fail to appeal within the time period, their appeals shall not be considered. Decision regarding the appeals shall be the discretion of the Principal.
7. The final defaulters whose absence is not condoned, shall not be allowed to appear for the semester end exam, and thus shall fail in the subject.
8. In case any student is unable to attend lectures due to medical issues, the student has to submit a leave application for the number of days missed, supported by a valid medical certificate from a registered medical practitioner (MBBS) and other relevant documents within 7 days of joining back. When such

a document, as mentioned, is submitted within the said period of time, the number of lectures missed shall be credited to the student. In the absence of a valid medical certificate submitted within the said period of time, the leave will not be considered as a medical leave and no credit shall be given thereof.

9. In case a student misses lectures due to participation in Co-curricular/Extra-Curricular Activities (NCC, NSS, Cultural, Sports, Seminars, Workshops etc.) and has represented the College, he/she has to write mail to attendance grievance, with supporting documents and letter from the teacher in-charge of the activity. On confirmation of the details, the attendance of the missed lectures shall be granted to the student.

Dr. Ajay Kamble

Convener,

Attendance Comm.

Dr. Rekha Sharma

Vice Principal In-Charge

Prof. (Dr.) Zarine Bhatena

Principal