



Shri Vaishnav Institute of Management, Indore

Approved by AICTE, New Delhi, Affiliated to DAVV, Indore and RGPV, Bhopal (M.P.)

UGC-NAAC Accredited 'A' Grade Institute

Scheme No.71, Gumasta Nagar, Indore-452009

Attendance Policy for Students

(w.e.f. October 26, 2023)

Scope: This policy is applicable to students who are registered in undergraduate and postgraduate programmes at Shri Vaishnav Institute of Management, Indore.

Purpose: The Institute recognizes that regular attendance by students for teaching and learning activities is a critical factor for ensuring student academic progression and achievement.

Monitoring student attendance is a supportive measure aimed at helping students succeed academically and achieve their academic goals by taking full advantage of the educational opportunities available to them. This policy outlines the Institute's expectations for students' attendance, as well as the mechanisms for the management of attendance records. The aim is to ensure transparency and fairness for all students regarding the interventions that may be implemented when their attendance on their enrolled programme of study becomes a cause for concern.

Objectives:

- To provide the students a clear statement of the University's expectations with regards to attendance, and to ensure that all staff understand their responsibilities with respect to monitoring student attendance and engagement.
- To reflect the regulations set out in the taught Courses Regulatory Framework and the Admissions Terms and Conditions with respect to attendance, providing a concise statement of expectations with regards to attendance for students, and for monitoring of attendance by staff.
- To provide high quality learning opportunities for students supported by learning opportunities and resources applicable to all courses.
- To ensure that appropriate action is taken in instances where attendance falls below acceptable levels.
- To support the development and implementation of a transparent and fair attendance monitoring policy, associated interventions/procedures and enabling strategies.



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Policy

1. It is compulsory for all students to maintain cent percent attendance during the course of the Academic Session including Theory/Practical classes.
2. More than 75% attendance is the minimum requirement for appearing in Internal Examination or any other Curricular/ Co-curricular/ Extra-curricular activities. Students will be solely responsible in case of consequences resulting due to non compliance.
3. A Student is eligible to appear in the semester/annual examination only when he/she has a minimum of 75% attendance in each subject and in aggregate of all the subjects.
4. In case of any kind of absence, students are required to inform to the Class Coordinator/ Programme Coordinator with a written application.
5. Submission of leave application does not entitle the student to earn attendance for the days of absence.
6. Students can check their attendance regularly on ERP. ERP attendance will be final for eligibility to appear in examination/placement drive or to get benefit of meritorious scholarship or Government scholarship.
7. In case of medical exigencies, students are required to inform class coordinator and submit the medical prescription of doctor along with the medical certificate duly signed by the doctor at the time of rejoining the classes.
8. Medical Certificate along with all relevant documents are to be submitted to the Class/ Programme Coordinators for availing the weightage of attendance due to medical reasons within the stipulated time.
9. The verification of medical certificate and its supporting documents will be done by separate departmental committee constituted in consultation with the Head of the Institute.
10. Maximum 10% attendance weightage will be given to student for medical reasons as per the UGC guidelines.
11. It is mandatory for all the students to attend all the Workshops/ Seminars/ Training programs/ Crash Courses/ Industrial Visits which will be organized for them during the academic session, attendance of which will be provided as per duration and rule.



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12. Whenever the students have to leave the Institute campus during the classes, they will fill the exit pass dully signed by Class Coordinator, Programme Coordinator, Head of Department and Director.
13. Extra/ Library classes or any type of assignments or presentations submission will not be considered to compensate for the shortage in attendance.
14. If student is doing Internship with permission, then weightage of attendance will be given as per the requirement of respective curriculum.
15. Students with less than 75% attendance will not be entitled for SVIM Meritorious Scholarship or any other Government Scholarship. SVIM Meritorious scholarship will be given to students purely on the basis of class attendance during the academic session.
16. Attendance is one of the eligibility criteria to participate in campus placement also. It is mandatory to maintain minimum 75% class attendance including soft skill sessions at the time of placement drive otherwise the student will not be allowed to appear in any Campus Placement Drive.
17. Leave of absence from College must be applied prior to availing leave.
18. The leave application should be duly signed only by the parents.
19. Absence from class up to 5 days needs to be justified with the Class coordinator. The programme coordinator's clearance is required in addition to the Class coordinator if absence ranges from 5 to 6 days.
20. In case of absence for more than a week, the student shall obtain the permission from the Director to enter class.
21. A student, who is continuously absent for more than 15 days without intimation, is liable to have his/her name removed from the attendance register.
22. Each semester/term shall be taken into consideration for the purpose of calculating attendance. The term shall be counted from commencement of session till the end of teaching as declared by the department.



Director

Shri Vaishnav Institute of Management
INDORE (M.P.)


(Dr. Kshama Parthakar)


30/12/23

(Dr. Deepa Tatiyal)


(Dr. Abhijeet Chatterjee)