

**SVKM's Narsee Monjee College of Commerce and Economics**  
**(Autonomous)**

**ATTENDANCE NORMS**

1. Attendance Committee

- a) There shall be an Attendance Committee comprising a Convener, Co-Convener and at least three Faculty members representing Commerce and unaided courses for maintaining records and implementing rules for attendance;
- b) Before the Semester end-examination, the Attendance Committee shall display on the College Notice Board as well as on the Learner portal a list of learners who have failed to fulfill the attendance requirement and are thus not eligible for appearing for the Semester end-examination. The College will also communicate through post/ email to the Learner whose term is not granted.

2. Attendance Record

The Attendance Committee shall display the attendance for the previous month on the College Notice Boards as well as on the Learner portal in the first week of every month. If the Learner has any issue or finds any discrepancy in his/ her attendance, he/ she should immediately inform the concerned Faculty by submitting a written Application within three days of the display of the Attendance Record of the preceding month.

3. Leave of Absence

- a) For any leave of absence prior intimation through an Application in the prescribed format should be submitted by the Learner with the College Office. In situations of emergency, intimation must be given by email within six days from the commencement date of the Leave of Absence. Any absence without written information will be treated as unauthorized and will be reflected thus in the records. The Learner should submit Medical Certificate or any other documents in support of his/ her Leave Application within six working days of his/ her resuming College;
- b) The Attendance Committee after taking into consideration the Leave Application and supporting documents, if any, and after verifying the genuineness and gravity of the problem that justify the Learner to remain absent, which generally shall be limited to his/ her own sickness, sickness of his/ her parent, death of his/ her

parent may recommend on a case to case basis to the Principal for condonation of the shortage in attendance of the Learner.

4. Attendance norms for Semester End-Examination and Eligibility for UG and PG programme

- a) Every Learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each Semester;
- b) Every bonafide Learner 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, practicals and tutorials conducted for all the courses taken together in every Semester;
- c) It is mandatory for every Learner to have minimum 70% attendance for each course and 75% average attendance in all the courses taken together in the programme;
- d) An Undertaking shall be signed by the Learner and his/ her parent/ guardian that the Learner will attend lectures, practicals and tutorials regularly to meet the attendance criteria, failing which the Learner will not be eligible to appear at the respective Semester end-examination;
- e) Attendance for learners for the short and/or long excursions/ field visits/ study tours organized by the College and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/ her attendance for the total number of lectures, practicals and tutorials which are delivered on the concerned day/s;
- f) Attendance of the learners who are officially represented in the College in sports, extra-curricular, co-curricular activities, competition, camp, workshop, convention, symposium, seminar or any such activity with prior permission of the Principal will be credited to his/ her attendance for the missed number of lectures/ practicals and/or tutorials, which are otherwise conducted on the respective days up to a maximum of 5% in every Semester in the respective courses in which he/ she has missed the lectures, practicals and tutorials. A Learner representing the College and participating in aforesaid activities should submit the Participating Certificate/ relevant document within six working days of the

completion of the said activities authenticated by concerned Authority;

- g) Warning letter shall be issued by the College to the defaulting Learner at least twice every Semester. On receipt of the warning letter, the defaulting Learner is expected to meet the Class Mentor along with his/ her parent/ guardian to understand the difficulty of the Learner for meeting the required attendance;
- h) A Learner who fails to fulfill the aforesaid attendance requirement shall not be eligible for appearing at the Semester End-Examination.

5. Competent Authority

The Principal shall be the Competent Authority to condone the deficiency of attendance of any Learner for an additional 5% per programme.

6. Appeal to Principal

- a) The Learner may file Appeal to the Principal along with all supporting documents within three days from the date of display of the Notice declaring him/ her not eligible to sit for Semester End-Examination on the ground of shortage of required attendance. The Principal shall give personal hearing to the aggrieved Learner;
- b) The Principal may also take into account the recommendation, if any, made by the Attendance Committee for condonation of shortage in attendance of the Learner.
- c) Decision/ order passed by the Principal on the Appeal shall be intimated to the Learner by email;
- d) After disposal of the Appeal, the Attendance Committee shall display on College Notice Board and Learner portal the final list of students who are not eligible to appear at the Semester End-Examination and the said final list shall be intimated to the Controller of Examinations of the College;
- e) The Principal may in fit, proper and genuine cases, recommend to the Management Committee for condonation of shortage of attendance requirement of the Learner;

7. Management Committee

The Governing Body of the College shall constitute the Management Committee comprising of at least three members. The Management Committee shall have power to condone the shortage of attendance requirement of the Learner on the ground of genuine medical emergencies or on any other reasonable grounds.

8. Appeal to Management Committee

a) Any Learner aggrieved by the decision/ order passed by the Principal shall file Appeal before the Management Committee along with all supporting documents within three days from the date of the order. The Management Committee shall give personal hearing to the aggrieved Learner;

b) The Management Committee while disposing of the Appeal filed by the Learner may also take into consideration the recommendations, if any, made by the Principal for condonation of shortage of required attendance;

c) The Management Committee shall dispose of the Appeal at least three working days before the commencement of the respective Semester End-Examination;

d) Decision/ order passed by the Management Committee on the Appeal shall be intimated to the Learner by email;

e) The name of the student whose shortage of attendance requirement is condoned by the Managing Committee shall be informed to the Controller of Examinations of the College to enable the Learner to appear for the Semester End-Examination.

9. All learners who are not eligible to appear at the Semester End-Examination will be required to take re-admission in the respective Semester and programme of study, in the subsequent Academic year by paying the requisite fees on pro rata basis as per the prevailing rules of the College and complete all the requirements of the respective programme.