



**MAR ATHANASIOUS COLLEGE (AUTONOMOUS)**  
**KOTHAMANGALAM, KERALA, INDIA**  
**87<sup>th</sup> Position in NIRF College Ranking 2023**



## **Attendance Policy**

## **MAR ATHANASIUS COLLEGE (AUTONOMOUS), KOTHAMANGALAM**

### **Attendance policy**

Mahatma Gandhi University, Kottayam has stipulated a minimum of 75% attendance (73% for girls) is mandatory to appear for the end-semester examination of all undergraduate and postgraduate programs. The college has developed a policy for marking attendance for students, as detailed below.

- Attendance will be taken on an hourly basis on all working days, and attendance percentage is calculated based on teaching hours conducted. Attendance will be recorded both in the faculty diary kept by the teacher in charge and the online attendance management system by the teacher regularly.
- Attendance of students who participated in the 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 accordingly.
- Attendance of the students who officially represent the College in sports, extra-curricular, co-curricular activities, competitions, camps, workshops, conventions, symposiums, seminars, or any such activity with prior permission of the Principal shall be awarded on producing a valid certificate or proof of participation. This may be restricted to a maximum of 10 days/50 hours in every semester.
- Duty certificates may be issued by the faculty in charge for co-curricular and extracurricular activities done under the auspices of NSS, NCC, and other student-oriented clubs and forums within the campus. The certificates have to be produced within five working days of the completion of the said activities.
- In the case of medical background, leave applications can be submitted with supporting documents (medical certificate) through the class teacher and the Head of the department to the Principal within five working days after the return to the college. Only the medical leaves sanctioned by the Principal will be counted for condonation of shortage of attendance.
- All students can view their attendance percentage for every course and the aggregate attendance for all courses together through their student login every week.
- If students find any discrepancy in attendance, the student should immediately inform the teacher in charge by submitting a written application to rectify the same within three days of the publication of the attendance record.
- A consolidated monthly attendance report of every student will be published on the notice board to make them aware of the current status of attendance. The semester attendance report of every student shall be displayed on the College notice board as well as on the student portal just before the end-semester examination notification.

- Students who fail to fulfill the mandatory attendance limit set by the university/college are not eligible to apply for the end-semester examination and will not be promoted to the next semester.
- Leave on medical grounds will be considered only for condonation to write the end-semester examination.
- Students who have 65% aggregate attendance (63% for girls) can apply for condonation. This is only to make the student eligible to write the end-semester examinations and can be availed only twice during the entire program.
- The application with all supporting documents duly signed by the class teacher and the Head of the department and the same should be submitted to the Principal within the notified time and required to pay the published amount at the college office.
- Students who do not get condonation will have to get readmission in the corresponding semester or thereafter.
- Applications not conforming to the above rules will not be considered.