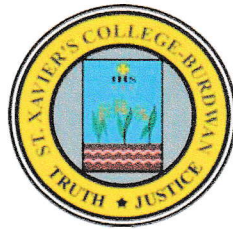


# **STUDENT ATTENDANCE POLICY DOCUMENT**



**St. Xavier's College, Burdwan**

A Jesuit Institution

(Affiliated to the University of Burdwan)

## **Student Attendance Policy**

St. Xavier's College, Burdwan, maintains a comprehensive attendance policy rooted in its Jesuit tradition and commitment to academic excellence, personal growth, and ethical development. Here's a breakdown of the key components and expectations outlined in the policy:

### **Need for Attendance Policy**

In today's educational landscape, the need for a well-defined attendance policy has become increasingly apparent, especially in light of the evolving challenges post-COVID-19. Several compelling reasons underscore the importance of such a policy.

Firstly, the transition from online to offline classes has revealed a noticeable decline in student interest and participation. Many students have grown accustomed to the flexibility of online learning, which often translates into reduced motivation for attending physical classes. An attendance policy can serve as a gentle nudge, reminding students of the value that face-to-face interactions and classroom environments bring to their learning journey.

Secondly, an effective attendance policy is crucial for enhancing learning abilities. Research consistently shows that regular attendance correlates with academic success. By consistently attending classes, students benefit from structured learning environments, active engagement with course material, and opportunities for real-time interaction with peers and instructors. This fosters a deeper understanding of subjects and cultivates critical thinking skills that are essential for future academic and professional endeavors.

Moreover, while many colleges may lack dedicated attendance policies, institutions like St. Xavier's College, Burdwan, recognize the pivotal role of discipline and dedication in student life. A robust attendance policy at such institutions serves as a cornerstone for instilling these core values. It not only sets clear expectations but also reinforces a culture of responsibility and commitment among students, preparing them holistically for their future roles as professionals and citizens.

Furthermore, a well-structured attendance policy goes beyond mere regulatory measures; it serves as a catalyst for fostering a more serious academic environment. By mandating regular attendance, colleges encourage students to prioritize their educational commitments and engage more deeply with the academic community. This active involvement not only benefits individual learning outcomes but also contributes to a vibrant campus culture characterized by intellectual curiosity and academic excellence.

In conclusion, the implementation of an attendance policy is indispensable in today's educational context. It addresses the challenges posed by post-COVID student disengagement, enhances learning outcomes, upholds institutional values of discipline and dedication, and fosters a more focused and participatory academic environment. As colleges like St. Xavier's College, Burdwan, exemplify, such policies are not just about monitoring attendance but are integral to shaping well-rounded individuals equipped for success in an increasingly competitive world.

Therefore, adopting and enforcing a thoughtful attendance policy is not only beneficial but imperative for nurturing a generation of motivated and capable learners.

The attendance policy of the college aims to ensure discipline, accountability, and compliance with both college and University regulations, fostering an overall conducive learning environment for all students at St. Xavier's College, Burdwan.

## **Policy Statement:**

### **1. General Attendance Requirements:**

- **Attendance Expectation:** Attendance is mandatory for all scheduled classes, lectures, seminars, and academic activities.
- **College Timing:** Classes run from 10:30 a.m. to 4:10 p.m., with students required to report by 10:15 a.m.
- **Opening and Closing Days:** Attendance is mandatory on these days.

### **2. Attendance Criteria:**

- **Punctuality:** Students must arrive on time for all classes to maintain a conducive learning environment. Students must be on campus by 10:15 a.m. to prepare for the first class.
- **Attendance Protocol:**
  - **ID Card Requirement:** Students must carry their college ID card daily to access the premises.
  - **Punctuality:** Students should not arrive late or leave early without proper authorization.
  - **Medical Absences:** Medical evidence is necessary for absences exceeding three consecutive days.
  - **Extended Absences:** Prior permission and a leave application are required within three days for extended or frequent absences.
  - **Class wise attendance:** Students arriving after the first class will need to take permission from their respective Head of the Departments and should be given attendance from the second class only.

### **3. Monitoring and Documentation:**

Various slips are used to track attendance and permissions.

- **Late Slip:** Students arriving between 10:31 a.m. and 10:40 a.m. must obtain a Late Slip from the Discipline Committee, signed by the concerned members. This slip must be submitted to respective faculty to receive attendance for the first class.
- **Leave Slip:** Students taking one or two days of leave must produce a yellow Leave Slip signed by the designated authority for one day leave and by the principal for two day leave. Attendance for the day will not be granted without this slip.

- **Excuse Record:** For absences exceeding two days, students must submit a written application to the Principal along with an Excuse Record slip. A medical certificate is required in case of illness. Students retain the counter part of the perforated slips for their records.
- **Admit Slip:** Students arriving after 10:40 a.m. must obtain an Admit Slip signed by their respective Heads of Departments (HoDs) to attend classes, though they will not receive attendance for the first class.
- **Early Leave Slip:** Permission from the Principal is required for early departure. Students must obtain an Early Leave Slip which is submitted at the gate. The college office notifies guardians about early departures.

These criteria and procedures should ensure that students adhere to attendance requirements and properly manage their attendance records in accordance with college policies.

#### 4. Special Circumstances:

- **Co-curricular and Extra-curricular Activities:** Approval from Heads of Departments and confirmation of participation are required for attendance during these activities.
- **Internships:** Attendance during internships requires certification from the respective organization.
- **Scholarship/Fee Concession Holders:** Must maintain a minimum attendance of 75% to avoid penalties.
- **Field visit:** Attendance records during field visits are maintained.

#### 5. General Procedure:

- **Attendance registers maintenance**
  - This is a continuous process throughout the semester where attendance is recorded and maintained through registers by all departments for all semesters.
  - The soft copy of the monthly attendance percentage of all the students is maintained by the college office.
- **Monthly calculation and publication of attendance percentage**
  - Monthly Attendance percentage of all the students are calculated on a monthly basis and department wise lists of the attendance percentage is published in the college notice boards.
  - A final department wise list of attendance percentage is published at the end of each semester.
  - The monthly and semester end publication of attendance is thoroughly reviewed by the respective Hods and faculty members.
- **Regular updates to students on their attendance percentage**
  - Faculty members regularly update the students on their attendance percentage.

- Generally, at the interval of every two weeks, they are updated on their attendance. However, percentage is only published after each month.
- **Excusing absences with appropriate documents**
  - Students who justify their absence by showing appropriate documents are excused for their leave of absence, provided that they have informed or taken prior permission of the respective HoD and the Vice Principal/ Principal.

### **Up to Mid-Semester:**

1. After the mid-semester examination faculty members and HoDs evaluate the attendance percentage of all the students of the department and students with low attendance are identified.
2. After the end of the mid semester examinations students having less than 75% attendance are identified and called upon by Faculty members and HoDs of the concerned department to encourage them to maintain regularity.
3. Students having less than 60% attendance after mid-semester examination are identified and called upon by faculty members and HoDs and are asked to provide documents that could justify the particular student's prolonged absence. They are also asked to maintain regularity in attending classes.
4. Students having less than 40 % attendance after mid semester examinations are summoned by HoDs and counselled and are asked to maintain regularity in attending classes very seriously. They are also asked to provide documents that could justify their prolonged absence. They are also asked write an application to the respective HoD seeking permission to attend classes and detailing their reasons for absence. These students are periodically reminded to keep improving their attendance.
5. Students falling below attendance thresholds are counselled by faculty members and HoDs to improve their engagement in academics, especially if they have become disinterested in attending classes.

### **End Semester:**

1. The attendance record of all the students is re-evaluated again at the end of end-semester examinations.
2. Students having less than 75% attendance at the end of semester examinations are asked by the faculty members and HoDs to improve their attendance by attending extra classes.
3. Students having less than 60% attendance are again asked to provide any documents or valid reasons for their absence and are also implored to regularly attend remedial and extra classes.
4. Students having less than 40% attendance at the end of semester examinations are required to write an application letter to the Vice Principal/Principal seeking permission to attend extra and remedial classes. They are also required to produce documents or valid reasons justifying their absence. In case they fail to comply with these requirements, they are not allowed to appear for the final University examinations.

5. Students who were unable to maintain proper attendance throughout the semester are again counselled by faculty members and HoDs to encourage them to engage more seriously with academic activities in the next semester.

### **Unresponsive Students:**

- Faculty members identify students who remain absent for more than 15 days and after consultation with the respective HoDs, the college office is notified to communicate with the concerned guardian of the students via email or telephonic conversation. In case of no response from the student or their guardians, such students are not allowed to appear for University examination.
- After consultation with the concerned HoD, college office initiates or tries to initiate communication with those students who have never come to the college despite having enrolled in a particular department. If such students and their guardians remain unresponsive to college office intimations, their roll numbers are struck off from the college registers.

### **6. Condonation Criteria:**

- **Criteria for Condonation:** Condonation is possible for attendance not falling below 55% in each subject.
- **Illness:** Requires a medical certificate submitted within three days.
- **Co-curricular/Extra-curricular:** Requires prior approval of the Principal and HoD and confirmation of participation.

### **7. Administration and Oversight:**

- **Attendance Committee:** Monitors daily attendance under the Principal's supervision using classroom registers and slips. The committee comprises faculty members appointed by the Principal, representing various departments, ensuring comprehensive oversight and fair representation.
- **Discrepancies:** Addressed through an application process to the Principal. The concerned student must write an application to the Principal. The Principal should exercise his/her own discretion to address the matter in appropriate manner or could also refer the matter to the concerned HoD and the Attendance Committee.

### **8. Implementation and Review:**

- **Communication:** The policy is communicated annually to all students and faculty.
- **Faculty Responsibility:** Faculty members are responsible for monitoring and promptly reporting attendance issues. They are also supposed to identify students with prolonged absences and after consulting the respective HoD, the faculty members shall notify the

college office to communicate with the parents/guardians via email and/or via telephonic conversation. The feedback is to be recorded and evaluated.

- **Regular Reviews:** The policy will be reviewed periodically to ensure its effectiveness in fostering a positive learning environment and meeting the college's educational objectives. This shall ensure the policy's effectiveness in maintaining academic discipline.
- **Remedial Measure:** Students having low attendance percentage shall be given opportunities to attend remedial and extra classes, given that they must take prior permission from their respective HoDs. Accordingly they can improve their attendance percentage by coming regularly to the college for extra classes before the university examinations.

## **9. Support and Recognition:**

- The college recognizes and appreciates students who demonstrate exceptional attendance records and punctuality.
- Students achieving 100% attendance in any semester will be acknowledged and awarded for their commitment to academic excellence and discipline.

## **10. Attendance Transparency:**

- **Awareness and Accountability:** Regular updates on attendance percentages keep students aware of their attendance status. This promotes accountability as students can monitor their progress and take necessary actions to improve if needed. The attendance committee members regularly provide updates (on a monthly basis) on the student's attendance percentage.
- **Motivation:** Transparent feedback can motivate students to maintain good attendance habits. Knowing their attendance is being monitored can encourage them to attend classes regularly.
- **Feedback Loop:** Semester-end attendance percentages are updated on the college notice board and this should provides a comprehensive view of attendance over a longer period, allowing students to reflect on their attendance patterns and make adjustments for future semesters.

## **Conclusion:**

This attendance policy at St. Xavier's College, Burdwan, aims to instil discipline, accountability, and compliance with both college and University regulations. By fostering a conducive learning environment and ensuring students' active participation, the policy supports the holistic development of individuals within the Jesuit tradition of academic excellence and ethical growth.

## **Appendix 1: University Regulations**

As per University Regulations (UG), students of St. Xavier's College, Burdwan, are subject to the following attendance and examination criteria:

**1. Attendance Requirement:**

- Students must attend at least 75% of lectures and practical classes separately held in each subject.
- Attendance between 60% and 75% qualifies as "Non-Collegiate," allowing examination appearance upon payment of Non-Collegiate Fee.
- Attendance below 60% qualifies as "Dis-Collegiate," barring the student from appearing in the examination.

These regulations ensure compliance with University standards regarding attendance procedures for B.A./B.Sc./B.Com. courses at St. Xavier's College, Burdwan.

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By incorporating these University regulations into the attendance policy, St. Xavier's College aligns its internal policies with external academic standards, ensuring clarity and adherence for students and faculty alike.

**Appendix 2: Attendance Committee at St. Xavier's College, Burdwan.**

## **St. Xavier's College, Burdwan**

### **ATTENDANCE COMMITTEE**

**INTRODUCTION:** The Attendance Committee at St. Xavier's College, Burdwan, plays a crucial role in ensuring adherence to attendance rules and regulations among students. The committee is committed to maintaining vigilance over student attendance and fostering a culture of regular attendance. The committee was formed on July 2023.

**COMMITTEE MEMBERSHIP:**

The committee comprises faculty members appointed by the Principal, representing various departments, ensuring comprehensive oversight and fair representation.

**PRESENT COMPOSITION:** The Attendance Committee comprises the principal as a chairperson, head and faculties of the various department of the college as members.



SI No	Name of the members	Designation	Department	Role in the Committee
1	Rev.Dr.G.PaulArockiam,S.J,	Principal		Chairperson
2	Mr. Arijit Saha	Asst. Prof.	English	Secretary
3	Mrs. Suman Konar	Assistant Prof.	Commerce	Member
4	Mrs. Debika Som	Asst. Prof.	BBA	Member
5	Dr. Susmita Bhowmick	Asst. Prof.	Geography	Member
6	Mr. Santu Karmakar	Asst. Prof.	BCA	Member
7	Ms. Sukanya Saha	Asst. Prof.	Sociology	Member
8	Mr. Arijit Bhattacharya	Asst. Prof.	Bio- Technology	Member
9	Ms. Alokeparna Choudhury	Asst. Prof.	Comp. Sci.	Member

### Attendance Committee Document

**Objective:** The Attendance Committee at St. Xavier's College aims to ensure the regular attendance of students, maintain transparency in attendance records, support student welfare, and uphold attendance policies consistently across all departments.

#### Objectives:

1. **Promotion of Regular Attendance:** Encourage consistent attendance, particularly among students with low attendance rates.
2. **Monitoring Attendance:** Oversee the entire attendance system of the college to ensure accuracy and adherence to policies.
3. **Implementation of Parallel Attendance System:** Maintain separate attendance records by department to facilitate efficient tracking.
4. **Student Support:** Address student concerns regarding attendance issues and provide necessary guidance and support.
5. **Ensuring Smooth Operations:** Ensure the efficient functioning of attendance procedures to minimize disruptions.
6. **Attendance Transparency:** Keep students informed about their attendance status and maintain clarity in the attendance system.
7. **Uniformity:** Maintain consistency in attendance policies and procedures across all departments of the college.
8. **Collaboration:** Work closely with the Discipline Committee on attendance-related issues to ensure comprehensive management.
9. **Communication with Parents:** Communicate attendance concerns to parents promptly when necessary, ensuring a collaborative approach to student attendance

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management.

**Functions of the Committee:**

1. **Meetings and Evaluation:**
  - Regularly convene to review and assess committee objectives and operations.
2. **Attendance Registers:**
  - Maintain accurate department-specific attendance registers for ongoing semesters.
3. **Monitoring Attendance:**
  - Identify students with inadequate attendance and implement strategies to encourage improvement.
4. **Parental Notification:**
  - As a committee initiative, we aim to promptly inform parents about students with extended unauthorized absences. Upon consultation with the respective department head, committee members will recommend notifying parents via email and verbal communication to foster parental involvement in attendance management.
5. **Reporting Violations:**
  - Report any attendance-related misconduct to the Principal and Discipline Committee for appropriate action.
6. **Student Updates:**
  - Periodically update students on their attendance records to keep them informed and accountable.
7. **Student Support:**
  - Clarify student queries regarding attendance policies and provide guidance as needed.
8. **Documentation:**
  - Maintain accurate records of student leave slips and attendance-related documents.
9. **Reporting:**
  - Submit semester-end reports outlining committee activities and achievements to ensure accountability.
10. **Coordination:**
  - Maintain close coordination with college administration and the Discipline Committee to address attendance issues effectively.

**Conclusion:** The Attendance Committee at St. Xavier's College is dedicated to upholding attendance standards and supporting student welfare through effective communication, vigilant monitoring, and consistent enforcement of attendance policies. By fulfilling its objectives and functions, the committee ensures a conducive learning environment where attendance plays a crucial role in academic success and overall student development.

**Date of Document:** 1<sup>ST</sup> July 2023.



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