Sophia College for Women

Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Attendance Policy

1.	Administrative Policy Number (APN): SCWAPN/06	**Functional Area:** Attendance Policy Management.
2.	Brief Description of the Policy:	Purpose: To ensure accurate tracking, clear communication, and enforcement of attendance expectations Audience: Students
3.	Policy Applies to:	Students
4.	Effective from the Date:	12th June ,2024
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	Revised policy
9.	Reason for the policy	To promote regular attendance and punctuality, which are essential for academic success, student engagement, and the cultivation of responsible behaviour.
10.	References for the policy	University of Mumbai

Introduction

Sophia College for Women is affiliated to the University of Mumbai and follows the rules of attendance put down by the University of Mumbai for all affiliated colleges.

Regular attendance in class is an essential benchmark for academic achievement and helps the student in overall growth through involvement in class as well as the extra-curricular activities available on Campus.

There are Attendance Committees in place to calculate and monitor student attendance.

This has always been the practice at the institution. However, on gaining Autonomy in 2018 the Attendance Policy has been formalised as below. There have been some modifications since then and these have been added to the formal policy.

Objectives

- To calculate the students' overall attendance.

- To monitor students' attendance in order to ascertain which students are regularly missing classes so that the authorities (Vice-principals) can try and determine the reasons for continuous absence.

- To reduce excessive absenteeism among students.

Procedure

Role of the Faculty

1. Attendance must be taken in every lecture or practical, preferably at the end of the class.

2. Faculty may exercise their own discretion for allowing a student to enter class late and may withhold attendance for the same.

3. Attendance is marked separately for each lecture.

4. Faculty will be asked to submit attendance in the middle of each semester on the dates decided by the Vice-Principal and the Attendance Committee.

5. The Attendance Committee will collate the students' attendance.

6. A mid-term Blacklist will be put up for all classes. This will be put up on the Notice Boards.

7. Before the end of Semester Faculty will be asked to submit attendance again.

8. The Attendance Committee will collate the attendance.

9. Two end of term Blacklists will be put up – one with less than 50% attendance and one with less than 20% attendance.

10. Students on the list with less than 20% attendance will have to meet the Vice-Principal and the Attendance Committee. Letters will be sent to their parents.

11. Students with very low attendance may or may not be allowed to sit for the Semester End Examinations based on the discretion of the Principal.

Role of the Student

- It is mandatory for students to attend all lectures/practicals.

- The Attendance Rules of the College and the regulations of the University are available in the student Handbook and on the College website. Students are also informed about the Attendance rules at the student Orientations at the beginning of the academic year.

Role of the Attendance Committees

- The Attendance Committee collects and collates the attendance of all the classes.

- Attendance records are submitted to the Committee twice in a semester.

- The Committee declares a mid-term Blacklist in the middle of the Semester.

- The Committee declares an end of Semester Blacklist before the examinations.

- The Committee and the Vice-Principals meet students with very low attendance.

- Action is taken for students with very low attendance as per the University circulars.

Process

In order to encourage consistent attendance, the College has adopted the below process for maintaining attendance records.

1. Teachers will mark daily attendance in every class on registers provided by the College Office.

2. The Attendance Committee will call for the attendance data twice in each semester. Once in middle so that students can be warned that their attendance is low and the other at the end of the semester. The Attendance Committee collects the Attendance data from the individual staff members on Excel Sheets and collates it.

3. If a student is absent for a length of time due to medical reasons, they are allowed to fill a form available with the College Warden and attach their medical certificates/letters from the Doctor to it. These are taken into account while collating attendance.

4. A mid-term and an end of semester Blacklist will be put up on the Notice Boards.

5. Students with very low attendance have to meet the Vice-Principals and the Attendance Committee before they receive their Hall tickets for the Semester End Examinations.

6. Serious defaulters may not be allowed to sit for their Semester End Examinations at the discretion of the principal.

Modifications to the Policy

2018-2020 – The College has brought in a digital app for maintaining attendance records. The service is provided by the mobile app Campusby. This enables the teachers to mark attendance on their phones via the app. It ensures transparency as the students receive the confirmation of attendance on their mobile phones as well as being able to check their total attendance.

2020-22 – As the result of the COVID-19 pandemic, classes were shifted online. The Attendance Committee created a Google form for Faculty to collect attendance during the online lectures. However, there were no Blacklists during this time as per University guidelines.

2022-23 – The Campusby mobile app had been discontinued in 2020 (due to the Pandemic) and on returning to offline teaching, teachers took attendance manually on

registers once again. The Attendance Committee used Google sheets to collect and collate attendance Data. The mid-term and end of term Blacklists were resumed. The Blacklist was also uploaded on the student app Cloud Diary.

2023-24 – A new mobile app TeachUs has been engaged to take attendance online. Teachers and students have the app on their phones. Attendance is taken digitally. The rest of the process continues as before.

The policy will be in accordance with the Mumbai university rules regarding attendance, unless otherwise revised by the college as an autonomous body.

attendance_mumbai_university_circular.pdf (sophiacollegemumbai.com)

IQAC Coordinator

**Coordinator
IQAC
Sophia College**

Principal

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