

NOTIFICATION NO. KU/POL./2022/003
Date: 9th March 2022

Subject: Karnavati University – Attendance Policy (Issue 01 Revision 02)

Karnavati University hereby notifies ‘Attendance Policy’ as appended herewith. With an aim to encourage the students to attend all the academic deliveries and classes, implant the idea of punctuality, and reduce absenteeism.

This Policy comes into immediate effect.


Tariq Ali Saiyed
Registrar





Student Attendance Policy

Policy title	Student Attendance Policy
Key stakeholders	Students
Approved on	9 th March 2022
Date effective from	10 th March 2022
Next version	
Relevant policies	Rules and Regulations for the Conduct of Examination and Award of Degrees Rules and Regulations for Student Admission Rules for Academic Calendar Rules for Establishing Grievance Redressal Mechanism
Relevant committees	Student Grievance Committee
Related Guideline	UGC (minimum standards of instruction for the grant of First Degree through formal education), Regulation 2003

1. Short title

This policy shall be known as the “*Student Attendance Policy*”. This policy shall be applicable to all of the students of Karnavati University.

2. Objective

- i. To encourage the students to attend all the academic deliveries and classes,
- ii. To instil the idea of punctuality and reduce absenteeism
- iii. Implement and enforce attendance policy

3. General rules

- i. All the students admitted in the various undergraduate and postgraduate programs/courses of all the constituent institutes of the university shall maintain a minimum of 75% of total attendance in each semester to be eligible for appearing in internal exams and end semester examinations, failing to which the student shall be debarred from appearing for the examinations. Furthermore such students shall be liable to repeat the semester if they fail to maintain their minimum 75% attendance criteria, in such semester.
- ii. At the sole discretion of the Dean of the constituent institute the student may be granted upto 10% of relief in minimum criteria of attendance stated above, on medical grounds upon submission of all the relevant medical reports, doctor slips, or any other relevant document which may be asked for.
- iii. All of the constituent institutes shall maintain an attendance register of the students on the ERP software which shall be updated daily. A weekly attendance sheet may be shared with the students via email.
- iv. Each Student must report to a class 5 (five) minutes before the time of commencement of such class. The students must stay in the class and attend lectures for a minimum 80% of the total class duration of class, failing which, the student shall be marked absent.

4. Exemption

- i. A student may be given certain exemptions from attendance at the sole discretion of the Dean of the constituent institute in the case of:
 - a. The student is engaged in the conducting or organising any sort of events on behalf of the University or engaged in other tasks assigned by any of the committee(s) at the institute.

- b. The student is engrossed in on field research oriented work, internship, article publication, working on any innovation in the incubation centre, PhD thesis/dissertation or any other equally relevant academic work of any manner.

Incase of any such abovementioned circumstance, the student is liable to submit a written application to the Dean of his/her institute, stating the reason, and it shall be solely at the discretion of the said Dean to grant or deny such exemption.

- ii. Furthermore, any other exemptions shall be notified to the students, time to time, via a notification by the university.

5. Complaints and Appeal

Students having any grievances or complaints related to their attendance, may first consult with their Academic Coordinator and if the issue still persists they may approach the Student Grievance Committee at the Institute level as per the *Rules for Establishing Grievance Related Mechanism*, an appeal of the decision of the Student Grievance Committee shall lie to University Grievance Committee at the University level.