

Attendance and Leave Policy for Students of Bahona College

1. Introduction

1.1 Purpose

The development of a comprehensive attendance and leave policy targeting students is a fundamental imperative in the context of educational institutions. The purpose of such a policy for Bahona College is to facilitate and uphold the principles of academic excellence, timely intervention for academically challenged students, efficient allocation of educational resources, and the establishment of a structured and streamlined mechanism for leave request processing, with a simultaneous emphasis on the nurturing of a conducive learning environment and safeguarding student welfare.

1.2 Benefits of an Attendance Policy

- a. **Academic Performance:** The enforcement of an attendance and leave policy is inherently geared towards the cultivation of a culture of regular attendance among students, with the ultimate objective of enhancing academic achievements and overall performance.
- b. **Early Intervention:** One of the primary advantages of such a policy is its capacity to promptly identify and provide necessary support to students who may be encountering academic or other forms of difficulties. This early intervention mechanism ensures that struggling students are not left unaided.
- c. **Parental Awareness:** The policy serves as a crucial conduit for keeping parents or guardians of students apprised of their wards' attendance records, thereby promoting transparency and involvement in the educational process.
- d. **Fairness:** The policy is instrumental in setting forth standardized rules and procedures for the approval of leave requests, which in turn fosters equitable treatment of all students, eliminating subjective biases in the process.
- e. **Compliance:** The attendance and leave policy is meticulously designed to align with the prevailing guidelines stipulated by the University Grants Commission and other pertinent regulatory standards. This ensures institutional compliance with external mandates and benchmarks.
- f. **Documentation:** The policy fosters the establishment of a systematic and robust record-keeping system for attendance and leaves. This not only enhances transparency but also facilitates data-driven decision-making and analysis.

g. Health: The policy's role in mitigating public health risks cannot be overstated. By regulating student attendance and leave procedures, it serves as a safeguard against the spread of infectious diseases, contributing to the overall well-being of the college community.

The formulation and enforcement of an attendance and leave policy for students offer multifaceted advantages, encompassing educational, administrative, and public health dimensions, all of which collectively contribute to the holistic advancement of Bahona College and its stakeholders.

2. Attendance Requirements

2.1 Recording Attendance

In adherence to institutional protocol, the responsibility for the meticulous preservation of students' attendance records, comprising those who have formally enrolled for a course, is assigned to the Course Teacher(s).

2.2 Notification of Low Attendance

In consonance with the institution's policies, all Course Teachers are mandated to promptly relay pertinent information regarding students falling below the stipulated attendance threshold, i.e., those with less than 80% attendance, to the Principal. This communication shall be routed through the respective Head(s) of the Department, and such notification should reach the designated authorities a minimum of thirty calendar days prior to the culmination of instructional activities for the semester.

2.3 Examination Eligibility

As a fundamental prerequisite for examination eligibility, students must have maintained a minimum attendance average of 80%. It is imperative to underscore that students whose attendance falls short of this threshold will be ineligible to participate in the End-semester examination. Nevertheless, it is within the purview of the University to consider exemptions for students who have attended no less than 70% of the scheduled classes, yet failed to attain the requisite 80% attendance due to valid extenuating circumstances. These exemptions are subject to endorsement by the respective Head/Chairperson/Principals of the relevant Department/Centre/College, and may be granted upon payment of prescribed fees.

2.4 Consequences of Low Attendance

In the event that students do not meet the prescribed attendance requirements, the Principal shall execute the announcement of their ineligibility to participate in the End-semester examinations. Subsequently, a formal communication containing the names of such disqualified students shall be dispatched to the Controller of Examinations. These affected students will be compelled to retake the pertinent Course(s) when it is next offered.

2.5 Dis-Collegiate Status

Students who receive the designation of "dis-collegiate" will be precluded from progressing to the subsequent higher Semester. To remedy their academic standing, they will be mandated to recommence the Semester during which they were accorded dis-collegiate status, in conjunction with the subsequent batch of students commencing the same semester afresh.

2.6 Attendance Formula

Number of Classes Attended by a Student

X 100

Total Number of Classes

3. Leave Application Process

3.1 Types of Leaves

The institution has instituted a structured leave policy for students, consisting of four distinct categories, each with its unique prerequisites and purposes:

a. Personal Leave: This category allows students to petition for leave due to personal reasons, encompassing instances such as family emergencies or other non-medical exigencies.

b. Medical Leave: Students may seek medical leave when confronted with health issues that impair their capacity to engage in academic and classroom activities. For this category of leave, students are obligated to furnish a medical certificate issued by a registered medical practitioner holding a minimum qualification of MBBS upon their resumption of regular academic activities.

c. Duty Leave: This category is exclusively designated for students representing the institution in authorized academic, co-curricular, or extra-curricular events. Applications for this type of leave necessitate the attachment of certificates of participation or awards received for the said events.

d. Bereavement Leave: In the event of the demise of an immediate family member, leave shall be granted to students for the entire mourning process, in accordance with the tradition or custom of the deceased's family. In the case of the demise of a relative other than an immediate family member, leave shall be granted for a period of two days.

3.2 Extenuating Circumstances

In addition to the aforementioned four primary categories of leave, there exists a provision for the approval of leave in exceptional circumstances by the Heads of the Departments. These exceptional circumstances are considered on a case-by-case basis and are subject to the following four conditions:

a. Leave may be sanctioned for female students for a maximum duration of two days during their menstrual periods.

b. Leave may be granted to students in cases of infectious diseases, where medical consultation has not been sought, and consequently, a medical certificate cannot be furnished. Infectious diseases that may qualify for such leave include but are not limited to chickenpox, conjunctivitis, measles, mumps, etc., provided that the student has fully recuperated following a period of rest at home. The concession for this category of leave is contingent upon the presentation of substantiating evidence that substantiates the specified medical condition. The college does not endorse the avoidance of seeking professional medical assistance, and strongly recommends seeking appropriate medical care for any and all conditions as deemed necessary.

c. Students whose personal circumstances may necessitate special consideration regarding their attendance may be granted leave or relaxation at the discretion of the Head of the Department, on a case-by-case basis.

d. Students who are providing care to their ailing parents or legal guardians with whom they share a residence, or are accompanying said parent or guardian as a medical attendant, may be granted leaves at the discretion of the respective Head of the Department. Such leaves shall be granted upon the provision of requisite supporting documentation.

3.3 Application Submission

a. A student is eligible to receive a maximum of two days of authorized leave per calendar month.

b. For absences exceeding two days, students are mandated to produce a medical certificate issued by a registered medical practitioner holding a minimum qualification of MBBS upon their reintegration into the regular academic regimen.

c. Students must complete and submit their leave applications in the standard format (Appendix-I). These forms are available on the college website, at the college office, and at the college digital center.

d. It is incumbent upon the student to ensure the timely submission of the leave application, no later than two days following their return to the college.

3.4 Certification Requirements for Leave Applications

a. Students residing with their families must secure the signature of a parent or guardian on their leave applications.

b. Students accommodated within college hostels are obliged to obtain certification from the Hostel Superintendent.

c. Students residing in private hostels and paying guest accommodations are mandated to seek certification from the respective hostel's director or owner.

d. In cases where students reside in rented accommodations, their leave applications must be endorsed by their designated local guardians.

4. Reporting of Attendance by the Departments

4.1 Display of Attendance

Pursuant to institutional regulations, it is incumbent upon every academic department to conspicuously exhibit the comprehensive individual attendance records of students under their purview on the designated Department's Notice Board. This practice is to be executed on a monthly basis, with due diligence and punctuality.

4.2 Attendance Reports

In adherence to the established protocols, each academic department within the college is obliged to furnish meticulous semester-wise attendance percentages for their respective students. The submission of these reports must conform to the stipulated framework provided (Appendix II), in accordance with the prevailing institutional norms and standards.

4.3 Prescribed Format

The academic departments are explicitly instructed to transmit the attendance records of students exclusively in the predefined format, as delineated in Appendix-II.

4.4 Display of Attendance

Upon the culmination of the data collection phase, whereby each department has dutifully adhered to the prescribed reporting guidelines, the college administration will collate and aggregate the attendance data for all students. Subsequently, the comprehensive attendance records will be prominently displayed on the official college notice board. This dissemination of information serves to ensure transparency and accessibility to the attendance data, fostering an environment of accountability and awareness.

5. Grievance Redressal

5.1. Upon the publication of the comprehensive attendance records on the college notice board, it is imperative that any irregularities or disparities in the information, as detected by the students, be promptly communicated to the relevant academic department within a strictly defined temporal window of 48 hours. It is crucial to emphasize that any grievances raised beyond this explicitly stated timeframe shall not be entertained or considered for redressal.

5.2. Students are expected to adhere to a formalized procedure for submitting their grievances, which entails the utilization of a prescribed and dedicated grievance form (Appendix III). This specific form is made readily accessible

through multiple channels, including the official college website, the administrative precincts of the college, and the college's digital service center.

5.3. In cases where a grievance is formally submitted, the resolution process is overseen by the respective Head of the Department. The Head shall be tasked with evaluating the validity and legitimacy of the student's grievance. In the event that the Head of the Department ascertains the grievance to be founded and substantiated, the associated discrepancy in attendance records shall be expeditiously rectified within a maximum span of 48 hours from the time of verification. It is incumbent upon the Department to ensure that this process is executed with efficiency and in a manner that addresses the concerns of the student in a timely and effective manner.

6. Enforcement of Attendance Regulation

6.1. During the process of admission, it is imperative that students, along with their respective parents or legal guardians, duly append their signatures to an official undertaking (Appendix IV), stating their unequivocal consent and pledge to adhere meticulously to the regulations of the Attendance Policy.

6.2. In order to ensure the rigorous enforcement of attendance regulations, a Standing Committee on Attendance is hereby established. The personnel comprising this committee are as follows:

(a) The Principal, who serves as the chief administrative officer of the institution and holds ultimate responsibility for maintaining institutional discipline and order.

(b) The Academic Vice-Principal(s), who are entrusted with overseeing academic matters and are instrumental in enforcing the prescribed academic guidelines.

(c) The Head of the Department, who plays a pivotal role in upholding department-specific attendance requirements.

6.3. It is incumbent upon the Departments to generate monthly attendance reports. These reports serve as a critical tool for monitoring and assessing the attendance of students. In cases where a student's attendance falls below the designated threshold of 80%, a series of progressive measures shall be initiated. The institution shall convene meetings to deliberate upon the student's attendance status, and these meetings shall involve not only the student but also their parents or legal guardians. These meetings will be conducted under the purview and guidance of the Standing Committee on Attendance.

7. Conclusion

In summation, the Attendance and Leave Policy delineated herein serves as a structured framework to foster consistent student attendance, thereby bolstering their academic accomplishments, and simultaneously affording provision for authorized absences. Students are earnestly urged to observe

and abide by the tenets enshrined within this policy, with the ultimate goal of nurturing an environment conducive to optimal learning.

It is imperative to underscore that the present Attendance and Leave Policy for Students of Bahona College has undergone rigorous scrutiny and unanimous endorsement by the esteemed body of the Internal Quality Assessment Cell at Bahona College. This collective consensus underscores the meticulous development and scrutiny to which the policy has been subjected.

As a pivotal document governing the scholastic operations of this institution, the policy stands as a beacon of regulation, equitably balancing the imperatives of regular attendance and the acknowledgement of legitimate grounds for leave. By adhering to these established protocols, students are not merely complying with institutional norms but are actively contributing to the preservation of an environment where excellence is cultivated and perpetuated.

In conclusion, the Bahona College community must uphold the principles delineated within this policy with unwavering dedication and respect for the shared objectives of academic advancement and institutional integrity. The careful delineation of this policy reflects our commitment to fostering an academic milieu that is both supportive and progressive, equitably serving the interests of all stakeholders involved.

Adoption of the Attendance and Leave Policy for Students

Date: _____

In accordance with the established procedures and regulations of Bahona College, it is hereby officially announced that the Attendance and Leave Policy for Students of Bahona College has undergone a comprehensive review and has been duly ratified and adopted. This policy shall come into effect immediately.

The Attendance and Leave Policy for Students of Bahona College is devised to ensure that students maintain regular attendance, thereby fostering their academic success while accommodating legitimate reasons for leave.

The policy has been thoughtfully crafted by a dedicated committee, which comprises the following members:

1. **Dr. Parinita Borah** - Chairperson
2. **Mr. Amar Jyoti Bharali** - Member
3. **Mr. Bikram Bora** - Member
4. **Mr. Bhaskar Dowarah** - Member
5. **Mr. Nilutpal Pagag** - Student Member (ex-officio)

Students are strongly encouraged to diligently read and adhere to the policy to facilitate the creation of a conducive learning environment.

Furthermore, all teaching staff, administrative personnel, and relevant stakeholders are earnestly requested to thoroughly read and conscientiously uphold this policy to ensure its effective implementation.

This policy shall remain in force until further notice, and any amendments or revisions to the policy will be duly communicated in accordance with the established protocols.

Signed,

Dr. Sumbit Chaliha
Principal
Bahona College
Jorhat- 785101, Assam

Dr. Pankaj Bora
Coordinator
Internal Quality Assurance Cell
Bahona College

Appendix I: Leave Application for Students of Bahona College

To,

Date: _____

The HOD
Dept of _____
Bahona College,
Jorhat-785101

Madam/Sir,

I am writing to you inform you that I was unable to attend class from _____ to _____.
Hence, it is my humble request to you to grant me leave for the aforementioned day(s).

Name of the Student	
Gender [Tick one]	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Others
Roll No.	
Semester	
Name of Parent/Guardian	
Permanent Address	
Phone No.	
Email ID	
Reason(s) for Absence	
Number of Days Absent	
Dates of Days Absent	

I hereby affirm, to the best of my knowledge, the accuracy of all information provided in this form, and acknowledge that any deliberate misrepresentation may result in disciplinary measures.

Signature of Parent/Guardian

Signature of Student

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1. Absences exceeding two days require a medical certificate from a registered medical practitioner upon rejoining regular classes.
 2. In cases of infectious diseases such as chickenpox, conjunctivitis, measles, mumps, etc., leave shall be granted following a deliberation with the Head of the Department of the concerned student.
 3. In case of participation in Co-curricular and Extra-curricular events, certificates of participation or awards for inter-college tournaments, competitions, or external events must accompany leave applications.

Appendix III: Application for Resolution of Attendance Discrepancy

To,

Date: _____

The HOD
Dept of _____
Bahona College,
Jorhat-785101

Madam/Sir,

I am writing to bring to your attention a discrepancy in my attendance record for the course _____ offered by your department, as displayed on the college notice board for the current semester at Bahona College. I kindly request your prompt assistance in resolving this issue. My details are as follows:

Name of the Student	
Roll No.	
Department	
Semester	
Nature of Discrepancy	<input type="checkbox"/> Attendance should be higher than what has been reported. <input type="checkbox"/> Attendance should be lower than what has been reported. <input type="checkbox"/> Attendance data is not available. <input type="checkbox"/> Other (please specify)
Describe in Detail	

I hereby affirm, to the best of my knowledge, the accuracy of all information provided in this form, and acknowledge that any deliberate misrepresentation may result in disciplinary measures. I have submitted the requisite evidence to substantiate my claim and acknowledge that its acceptance is contingent upon the concerned Department's determination of its justification.

Signature of Parent/Guardian

Signature of Student

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1. Following the display of aggregate attendance on the college notice board, any discrepancies identified by students must be reported to the relevant department within a 48-hour timeframe. Beyond this specified period, no grievances will be entertained.
 2. Students are required to formally submit their grievances using the designated form, available at the college website, the college office and the college digital center.
 3. If the Head of the Department determines the student's grievance to be valid, the discrepancy shall be rectified within 48 hours.

**Appendix IV: DECLARATION OF COMPLIANCE WITH
ATTENDANCE AND LEAVE POLICIES**

This Declaration ("Declaration") is made and entered into on this _____
[Date], by and between:

STUDENT: _____ [Student's Full Legal
Name], residing at _____ [Student's Residential
Address], hereinafter referred to as the "Student."

PARENT/GUARDIAN: _____ [Parent/Guardian's
Full Legal Name], residing at _____ [Parent/Guardian's
Residential Address], hereinafter referred to as the "Parent/Guardian."

WHEREAS, the Student has been admitted to Bahona College as a regular student;

WHEREAS, the Student is subject to the Attendance and Leave Policy for Students of Bahona College, as well as the attendance rules established by Dibrugarh University;

WHEREAS, the Student and the Parent/Guardian are fully cognizant of the necessity for the Student to adhere to the aforementioned policies and rules;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby declare and affirm as follows:

1. Compliance with Rules and Regulations: The Student, upon enrollment in Bahona College as a regular student, hereby solemnly undertakes to rigorously adhere to the rules and regulations outlined in the Attendance and Leave Policy for Students of Bahona College, and the attendance rules as prescribed by Dibrugarh University.

2. Minimum Attendance Requirement: The Student and the Parent/Guardian acknowledge and understand that the Student is obligated to maintain a minimum attendance level in accordance with the stipulated criteria established by the above-mentioned rules and policies.

3. Consequences of Non-Compliance: The Student and the Parent/Guardian acknowledge that failure to meet the specified attendance criteria may result in the imposition of penalties and disciplinary measures in accordance with the provisions of the Attendance and Leave Policy for Students of Bahona College.

4. Agreement to Abide: The Student and the Parent/Guardian jointly declare their understanding and agreement to abide by the aforementioned policies and rules and accept the consequences of non-compliance.

IN WITNESS WHEREOF, the parties hereto have executed this Declaration as of the date first above written.

STUDENT'S SIGNATURE:
Student's Full Legal Name (In Capital Letters): _____

PARENT/GUARDIAN'S SIGNATURE:
Parent/Guardian's Full Legal Name (In Capital Letters): _____