

MAR IVANIOS COLLEGE (AUTONOMOUS)

ATTENDANCE REGULATIONS

- Attendance is taken every hour and attendance percentage is calculated on the basis of teaching hours attended. Continuous Assessment mark for attendance is given course-wise.
- Attendance is entered both into the attendance register kept with the Faculty Advisor and into the online attendance system by the teacher.
- All students can view their attendance percentage for every course and the aggregate attendance for all courses together through their Student Login.
- Attendance statement for every month will be available with the Faculty Advisor at the end of the month.
- Students can submit their leave application for eligible leave immediately after availing leave. Leave applications for a month will be accepted only till the tenth working day of the next month.
- Procedure for applying for leave:
 - Students should download and fill in the Leave Application form from their Student Login page;
 - It must be signed by the appropriate authorities (Faculty Adviser/ HoD) and supporting documents for the leave must be attached;
 - Leave applications can be submitted to the Vice-Principal as soon as leave is availed. The Staff Attendance Committee will process such applications.
 - Decisions on Leave matters will be taken by the CLMC based on the advice of DLMC. Leave matters of students attending NCC and similar national programmes or of sports persons representing the country or state also will be decided by the CLMC.
 - Decision and Approval of the Principal shall be final on all attendance matters.
- Students are eligible for leave on the following grounds:
 - Students can get a maximum of 50 hours of leave in a semester for representing the College/ University/ State in any sports/ games/ arts/ culture events and any official function inside the campus
 - Any leave beyond 50 hours will have to be sanctioned by the CLMC.
 - Medical leave will be considered only for the purpose of condonation to gain eligibility to write the End Semester Examination and only to the admissible limits of condonation (see below).
 - No attendance will be given for absence from a class on purely personal grounds. Students need not submit leave form for such leave.
 - Students who seek condonation should apply in the prescribed format, after paying the necessary fees, to the Controller of Examinations.
- **A student must have 75% aggregate attendance for all the courses taken together to be eligible to write the End Semester Examination.**
- Registration for the End Semester Examinations is through Student Login and students who have less than 75% will not be able to register for the ESE.
- Students who have less than 75% aggregate attendance can apply for Condonation, subject to a maximum of 10 days or 50 hours. This is only to make the student eligible to write the End Semester Examinations and can be availed of only twice during the programme.
- Students who fail to get 75% attendance in a semester, even after getting condonation, will have to get readmitted in the same semester with the next batch of students.
- Attendance is calculated Course-wise for internal marks. Internal marks for attendance is given as below:
 - FOR ALL PG BATCHES AND FIRST YEAR AND SECOND YEAR FDP BATCHES (2015 AND 2016 ADMISSION BATCHES):
>90+ = 5; 85+ - 90% = 4; 80+ - 85% = 3; 75+ - 80 = 2; 75% = 1; <75% = 0;
 - FOR ALL CURRENT FINAL YEAR FDP BATCHES(2014 ADMISSIONS):
>90% = 5; 80+ - 90% = 4; 70+ - 80% = 3; 60+ - 70 = 2; 50+ - 60% = 1; 50 & <50% = 0.

For additional information, see the College Handbook.