

# Attendance Guidelines

Attendance is of paramount importance to the academic and co-curricular performance of the students. With this in consideration, DME is committed to objective and fair recording, monitoring and analyzing of the attendance of the students. DME also believes in a transparent and accountable system and has, therefore, subscribed to COLL POLL for the purpose of the recording and maintaining the attendance. DME has clearly laid attendance specific policies and guidelines for all the schools and the faculty members to follow.

The attendance policies are as follows:

- 1) Student attendance shall be recorded and monitored using CollPoll Software subscribed by Delhi Metropolitan education for all courses and programmes.
- 2) All the event types (including usual classes and other academic and co-curricular activities) will be considered as relevant for monitoring attendance.
- 3) This data will be used for supporting students who may be experiencing difficulties and are at risk of dropping out as a consequence.
- 4) The data will also be used to make the students self-monitor their engagement with their studies.
- 5) Responsibility for monitoring and analyzing the attendance data for various purpose rests with the class mentors.
- 6) Communication to those with attendance issues shall be undertaken timely and records shall be maintained in electronic and/or print formats.
- 7) In case of low attendance, the students should be timely informed either through e-mail or post by the respective class mentor so that the student gets sufficient time to get the issue rectified and for improving the attendance.
- 8) Any communication to the students regarding the attendance should be supportive with the intention of genuinely helping the student/s to resolve the issue.

## **Attendance Recording and Monitoring Process and Guidelines**

1. Attendance will be monitored and recorded as an overall percentage record for each month.
2. There will be a final attendance record compiled on the last working day of the semester.
3. The student attendance target at the end of the semester is 75%.
4. If student/s remains absent consecutively for 5 days in a specific subject, the respective teacher will share it with the class mentor of the student/s.
5. The mentor shall then send a mail to the student seeking clarification.
6. Student/s with attendance below 75% will need to attend remedial classes to compensate for the lost attendance.
7. Student/s going for participation to different colleges will need to seek prior permission from the Head of the Department. The attendance shall be given to the student for academic and extra-curricular participation.
8. In case of medical issues the student/s need to inform the class mentor as early as possible and provide medical certificate and other medical proofs on the date of rejoining.
9. In any case related to the attendance, the discretion of the HOD, Dean and Director shall be final.