



BK Birla Institute of Engineering and Technology

CEERI Road, Pilani (Raj.)

Semester Registration Form

Attendance Policy

1. Introduction

Regular attendance and active participation in every class are the cornerstone of academic success and professional discipline in higher education. In accordance with the norms prescribed by the **All India Council for Technical Education (AICTE)** and **Bikaner Technical University (BTU)**, this policy aims to enforce minimum attendance requirements for all students enrolled in undergraduate and postgraduate programs.

The policy ensures that students engage consistently in academic activities, including lectures, tutorials, laboratories, and workshops. It also supports the institution's commitment to quality education, academic integrity, and student accountability.

This document outlines the minimum attendance criteria, relief measures for condonation, penalties for non-compliance, and the procedures for appeals and remediation.

2. Objectives

The primary objectives of the Attendance Policy are:

1. **To enforce academic discipline:**

Ensure students attend scheduled academic sessions regularly and take responsibility for their learning.

2. **To comply with AICTE and BTU norms:**

Implement uniform guidelines in line with the attendance requirements of regulatory bodies.

3. **To maintain academic standards:**

Guarantee that students acquire the necessary academic exposure, acquire practical skills, and interact with faculty members through active classroom participation.

4. **Identification and Counselling:**

Identify students falling short of attendance early and provide support mechanisms such as counselling, alerts, and exemption opportunities.

3. Academic Committee (AC)

The **Academic Committee (AC)** serves as the central academic body within the institution responsible for the planning, monitoring, and implementation of academic activities. The committee ensures alignment of institutional academic practices with regulatory and departmental norms, with a strong emphasis on academic quality, continuous evaluation, and transparency in assessment processes. The committee shall comprise the following members:

- a) **Principal** – Chairperson
- b) **Prof. Incharge (Academics)** – Member Secretary
- c) **Heads of Departments (HODs)** – Members
- d) **Senior Faculty Members** (Minimum two, nominated by Director) – Members
- e) **Examination Cell In-Charge** – Member
- f) **Student Representative** (optional, where applicable) – Member

4. Minimum Attendance Requirement

- Students must maintain **at least 75% attendance** in each subject (lectures, tutorials, practical's) to be eligible for end-semester exams
- Aggregate attendance must also meet or exceed 75%.

Attendance-Based Internal Assessment Marks Allocation

To encourage regularity and discipline among students, the institution proposes an internal marking provision based on attendance. This will be uniformly applicable across all departments and courses.

Scheme for Class Attendance and Participation:

- For every **10% of attendance and active participation**, the student will be awarded **1 mark**.
- The **maximum mark allotted** for attendance and participation will be **10 marks**.
- This will be calculated based on the **total attendance percentage and qualitative measure of participation** in a particular course/subject.

Attendance (%) Range	Marks Awarded (Out of 10)
0 – 10	1
11 – 20	2
21 – 30	3
31 – 40	4
41 – 50	5
51 – 60	6
61 – 70	7
71 – 80	8
81 – 90	9
91 – 100	10

Special Considerations:

- Students falling below the minimum required attendance (e.g., 75%) may not be eligible for full marks and will require condonation as per rules.
- Medical or officially approved absences (e.g., representing the college in events with permission from Activity In-charge, HOD) may be considered with documentary proof, as per institutional guidelines.

Notes:

- This mark allocation shall be **added to internal assessment** as part of the student's overall continuous evaluation.
- Students must maintain **minimum 75% attendance** to be eligible for condonation or internal marks as per academic regulations. Below this, the case may be reviewed by the Academic Committee.
- The respective subject teacher and department must ensure that attendance records are maintained accurately and transparently.

SODECA (Social Outreach, Discipline & Extra-Curricular Activities)

SODECA aims to evaluate students on holistic development parameters beyond academics, including discipline, social contribution, and participation in co-curricular and extracurricular activities.

S. No.	Category	Activity/Examples	Marks Allocation (100)
1	Academic Engagement (Individual Class based)	Quiz participation (subject-based or general), open-book tests, classroom discussions	20
2	Problem-Solving & Critical Thinking (Individual Class based)	On-the-spot solution finding, group challenges, case study responses	20
3	Planning & Execution Skills	Project planning, event coordination, participation in innovation contests	10
4	Social Outreach Activities	NSS, Swachh Bharat, Blood donation camps, community service, awareness campaigns	10
5	National Service/National Cadet Corps	Active participation in NSS/NCC with certificate of participation	5
6	Sports and Physical Fitness	Representing college in intra/inter-college sports, yoga, or fitness activities	5
7	Discipline & Conduct	Regular attendance, classroom behavior, punctuality, adherence to rules	10
8	Leadership & Initiative	Taking initiative in student clubs, anchoring events, leading teams	10
9	Cultural/Extra-Curricular Participation	Participation in music, drama, debate, art, cultural fests	10

Evaluation Methodology:

- Marks will be assigned by the Branch Counsellor based on participation and evidence (certificates, performance, and observations).
- Students are encouraged to maintain a **portfolio or activity log**.
- Final marks will be compiled and submitted at the end of the semester.

5. Condonation of Shortfall

- Up to 10% shortfall (i.e., between 65–75%) may be condoned by the HOD or Academic Committee, for up to two semesters per programme, on genuine grounds such as illness or emergencies
- Attendance below 65% is not condonable** under any circumstances.

6. Condonation Fees (To be decided Academic Committee based on Case by Case basis)

Condonation of attendance shortage may be considered by the **Academic Committee** on a *case-by-case basis*, subject to genuine and verifiable reasons. The condonation process is intended to provide relief in exceptional circumstances without compromising academic discipline.

Fee Structure:

A condonation fee shall be levied based on the severity of attendance shortage:

- ₹100 to ₹500 per semester/course:**

Applicable for students whose attendance is marginally below the required threshold (typically 75%), and who demonstrate active participation in academic and co-curricular activities.

- ₹1,000 to ₹2,000 per semester/course:**

Applicable for students whose attendance falls below **65%**, and where justification is acceptable, but academic and class participation have been minimal.

Additional Criteria for Consideration:

While deciding on condonation, the committee shall also evaluate:

- **Active Participation in Class:**

Engagement in quizzes, classroom discussions, performance in internal assessments, and interaction during lectures will be considered.

- **Attendance and Participation in Personality Development (PD) / Communication Skill (CS) Classes:**

Attendance in PD/ CS Skill classes, which are essential for holistic development and employability, shall be a key consideration in condonation decisions.

Decision-Making Process:

- Applications for condonation must be submitted through the respective **Head of Department (HOD)**.
- The **Academic Committee**, in consultation with the concerned HOD and the **Professor In-Charge (Academics)**, shall review and approve the cases.
- Students with chronic attendance issues without adequate justification may be denied condonation, regardless of fee payment.

Evaluation Parameter	Positive Indicator	Negative Indicator
Class Participation	Active in class, assignments submitted	Passive learner, poor or no submissions
Internal Assessment	Scores above average or improving	Consistently poor or missing marks
PD/Soft Skill Class Attendance	≥ 75% attendance	< 50% attendance
PD Class Engagement	Active, communicative, punctual	Disengaged, absent, disruptive
Faculty/Trainer Feedback	Positive reinforcement of efforts	Negative or indifferent feedback

Considering above factors, the academic Committee can make fair, data-backed condonation decisions that promote responsibility without punishing students who have shown academic intent or growth, even if attendance falls short.

7. Consequences of Non-Condonation

- Students whose shortfall is not condonable are detained and barred from appearing in exams for those subjects/semester.
- Their semester enrolment stands cancelled, including internal marks
- They must re-register and attend the semester afresh when next offered

8. Penalties & Disciplinary Actions

Attendance Range	Action	Notes
≥ 75%	Eligible for appearing in semester examination	—
65–75% (condonable)	Pay fee + HOD approval	Limited to 2 semesters
< 65%	Detained	No condonation
Below Minimum in ≥2 Semesters	May forfeit seat/ face disciplinary review	Institutional discretion

- **Additional institutional penalties** may include:
 - a) Late fee for each percentage point below threshold (e.g., ₹100–₹300 per 1%)
 - b) Fine ₹10 per missed lecture or ₹16,800 (considering 40 lectures. Amount may vary depending on the lectures conducted.) for substantial shortfall (rare) Written warning, parental notification, participation in remedial classes.

- c) In institutes under Rajasthan state directives: debarment from extra-curriculars or hostel, withdrawal of scholarships, expulsion in chronic defaulters

9. AICTE Compliance & Institutional Oversight

- The institute must upload daily attendance through the ERP system. It should also ensure regular monitoring of attendance, automated alerts to parents, and a transparent condonation mechanism.
- **Grievance Redressal:** Students may appeal condonation decisions to the Academic Committee, in compliance with AICTE guidelines.

10. Appeals & Remediation

- Students can appeal to the Academic Committee or HOD within a stipulated time (e.g., 2 weeks before commencement of sessional examination).
- Supporting documents (medical certificates, event certificates) must be provided promptly.
- Committee decisions must be documented and student informed in writing.

11. Sample Institutional Procedure

- a) **Requirement check:** Attendance automatically tracked through ERP
- b) **Shortfall alerts:** Parents and students receive SMS/email at <75%.
- c) **Condonation application:** If 65–75%, submit application with necessary proof.
- d) **Committee review:** Approve or reject condonation within 2 weeks.
- e) **Detention if <65%:** Student barred from exams; registration cancelled.
- f) **Appeals:** Submit to Academic Committee.
- g) **Additional penalties:** Fine ₹100 per % short; require remedial attendance; parental meeting. *(As decided by the Academic Committee from time to time.)*

12. Summary

This policy ensures academic integrity, aligns with AICTE and BTU regulations, and supports student accountability:

- **75% attendance required** in each subject and overall.
- **65–75%:** condonable once or twice (documented, fee-based).
- **< 65%:** non-condonable → detention or compensate with lost attendance.
- **Extra penalties** (fines, warnings, seat forfeiture) at the institute's discretion.
- **Transparent process**, with appeals channel, parental alerts, under AICTE and BTU norms.

This policy is subject to periodic review and amendments based on the evolving academic needs and feedback from stakeholders.