TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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Standard Operating Procedure

"Student Attendance Monitoring"

1. This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University overall Student Attendance & Engagement strategy which aims to optimize student's performance by promoting excellent attendance and engagement, fostering employability skills, and addressing low attendance effectively.

The SOP ensures fairness through transparent monitoring policies, maintains consistency across Departments/Colleges, and records daily attendance of all admitted students.

2. A Core committee (Dean/Principal/Vice Principal as chairperson, two senior faculties nominated by Dean/Principal) shall be formed by the concerned Department/College for monitoring the student attendance and have the responsibility to take timely measures for promoting excellent attendance and engagement of students.

3. Mentor-Mentee system under the supervision of core committee should be strengthened within the Department/College. One Mentor on every Thirty students should be appointed within the College.

4. A Mentor should record Student Mentoring Handbook for the Mentees under his/her mentorship. Through regular check-ins and support, mentors try to foster a positive attitude in mentees having low attendance. Thus, Mentors are required to guide, support, and nurture mentees academically, personally, and professionally through advice, feedback, and encouragement in a College setting.

5. Faculty members under the supervision of core committee are required to properly record real time student's attendance on ERP as well as on Teacher's diary/Attendance & Assessment Register by marking attendance as 1,2,A,3,A,4 etc. of successive theory/practical classes, respectively in the Teacher's diary/ Attendance & Assessment Register. For this, each faculty

member should get Teacher's diary/ Attendance & Assessment Register from the Departmental Library of the concerned College.

6. Faculty member must enter the student attendance on the same day in ERP. Faculty will not be able to fill the attendance in ERP on next day, as it will be locked on a daily basis.

7. Record of Assessment & Attendance of all students of various courses (Theory/Practical) to be maintained in the same Teacher's diary/ Attendance & Assessment Register.

8. Record of Assessment & Attendance Register should be regularly checked (Monthly basis) by HoD/Vice Principal and two times in a Semester by Principal/Dean. Also, it should be randomly checked by Dean Academics/Associate Dean Academics once in a Semester by visiting the College.

9. At the end of the Semester, after verifying all details/marks entering in ERP, the Teacher's diary/Attendance & Assessment Register duly checked by Principal/Dean has to be submit in the Departmental Library by the concerned Faculty and get the new diary issued for the next Semester.

10. Students are required to attend all scheduled teaching sessions, including Theory, Practicals, and Tutorials, along with participating in all assessments like Class Tests, Assignments and Presentations. Timely circulation/display of Time Table, Class Test scheme, etc on the notice board shall be done by the concerned committee member under the supervision of Core committee.

11. Every bonafide student shall ordinarily be allowed to appear in Class Tests/Practicals/End Semester Examination for the given Semester/Year in a program of his/her enrolment, only if he/she fulfills at least seventy five percent (75%) of the attendance comprising of teaching sessions (Theory, Practical) and activities attended/participated.

12. Student activity attendance for Industrial visits, Excursion-cum-learning tours, Co-Curricular activities, Extra-Curricular activities, Sports, NSS, NCC, Internship and any such other activities organized by the College and supervised by the Faculty member as envisaged in the Semester/Year should be compiled separately on a separate Attendance & Assessment Register.

The overall attendance against all such activities would be computed and its weightage would be 10% in each course per Semester/Year. This can be computed proportionately as per the attendance of the student in such activities as per given example-

For example, Consider a student has 69% attendance in a particular course (Theory/Practical). This student has also attended/participated in such activities as mentioned above and secured 60% activity attendance (total activities attendance =20 and student attendance =12) will be given 6% attendance per course. This 6% attendance secured by the student will be added to his/her attendance of that course and computed for the final attendance, i.e. 69%+6%=75% attendance for that particular course.

13. In each College, a **Coordinator- Attendance** would be deputed for attendance monitoring and reviewing by the concerned Principal/Dean from a Faculty having good acquaintance of our ERP system. **Coordinator- Attendance** will have full access to monitor the attendance marked by each Faculty member of the College on ERP and have to review two times in a month that how many classes are taken by the Faculty as per Teacher's Diary and how many are filled in ERP so that a good control can be exercised to monitor the attendance mechanism. Any deviation to be brought to the knowledge of concerned Principal/Dean and **Deputy Registrar- Attendance** at the University level. Deputy Registrar- Attendance will directly report to Dean Academics.

14. The respective Department/College ensures that the attendance records are maintained in order that the warning letters are issued to the defaulting students at the end of every month/ one week prior to start of Class Tests (CTs) and at least twice in every Semester by the **Coordinator- Attendance** under the supervision of Vice-Principal/Principal/Dean. (Annexure -01)

15. At least two days prior to start of CTs, student detainee list (Students having less than 75% attendance per course) would be prepared by **Coordinator- Attendance** and notified the same after consulting the concerned HoDs and approval from Vice-Principal/Principal/Dean.

16. In such cases where detained students having valid written Justification/Parent Undertaking, Principal will give relaxation up to a maximum of 25% attendance and allow such students to appear in the CT with a warning to maintain minimum 75% attendance in forthcoming CTs/End Semester Examination. (Annexure -01)

If the same student is defaulting again for the second time, then such students should be called (along with the Parent/Guardian, wherever necessary) by the **Coordinator- Attendance** to meet the Faculty/Mentor in the presence of Vice-Principal/Principal/Dean.

17. **Coordinator- Attendance** would also bring into notice of concerned Principal/Dean Academics and Hon'ble Vice Chancellor through **Deputy Registrar- Attendance** regarding the shortfall of classes by the Faculty members of the concerned College and list of courses with

low students attendance, on a monthly basis. Coordinator- Attendance should send duly filed Annexures 02,03 & 04 on timely basis to **Deputy Registrar- Attendance.**

18. At least one week before the end of Semester/Year, **Coordinator- Attendance** under the supervision of Vice-Principal/Principal/Dean shall display detention list of students (having less than 75% attendance) on the notice board. Any student to be considered for condonement of attendance as a special case would be recommended by the Vice-Principal/Principal/Dean through Deputy Registrar- Attendance to Dean Academics with necessary documents and remarks for the final approval of Hon'ble Vice Chancellor. After approval, Dean Academics/ **Deputy Registrar- Attendance** will allow the students to appear in End Semester Examination through ERP portal.

19. There would be no additional attendance condonement on account of any reason such as Medical, etc.

20. The Student Attendance Monitoring SOP will be regularly reviewed by a committee at University level, and amendments will be undertaken as required.

(Dr. Aditya Sharma)
Registrar

Annexures enclosed

1- Short Attendance Warning letter & Parent Undertaking.
2- Day Wise Time Table.
3- Day Wise Student Count.
4- Monthly Attendance.

Reference No:

Date: DD-MM-YYYY

STUDENT NAME/ADDRESS

Sub: Short Attendance of [Student Name], [Enrolment no.] in [Course names, Semester/year-2024]

Dear Parent/Guardian

This is to bring to your notice that your Ward has not met the required Attendance Criteria of 75% in the Even/Odd Semester [Academic session]. **He/She has attained less attendance in the following courses of the current Semester-**

S.No.	Course Code	Course Name	% of Attendance

As you had already been intimated, meeting Attendance Criteria of 75% is a must for each and every Student who is pursuing his/her Studies in Regular mode as per the attendance policy of the University.

You are once again advised to counsel your Ward and take corrective measures at your end as well. *Please note that in future if your Ward fails to achieve a minimum of 75% attendance in any course will be detained from appearing in CTs/End Semester Examinations.*

Also please submit an undertaking on this letter below which has to be duly signed by the Student and attested by the Parent with their signature. **Please note that submission of the signed Undertaking is must within 10 days of issue this letter.**

In case, any clarification is needed you can contact or meet the undersigned.

We look forward to your continued involvement in tracking and encouragement of your Ward's progress. Thank you for your support and cooperation in this regard.

Regards

Coordinator -Attendance   [Sign & Seal of Principal]
[College Name]
[Contact number]

Parent & Student Undertaking

1. We have read the above letter and understood all points.
2. I [Student name_____] apologize that I have low attendance in the courses mentioned in the letter.
3. I [Student name_____] undertake to respect the University Attendance Rules in future and understand that I will be detained from future exams if I do not maintain 75% attendance.

I [Parent/Guardian name_____], [relation] of [student name_____] have received a copy from [College Name], Teerthanker Mahaveer University having attendance report of my ward. I assure to address low attendance, ensuring commitment to academic success and progress through proactive measures. In case, my ward does not maintain 75% attendance in any course, we will not have any problem, if University takes disciplinary actions by detaining him/her in the forthcoming CTs/End Semester Examinations.

Parent's/Guardian Sign & Name   **Parent's Contact No.**   **Date of Signature**   **Student's signature**

Teerthanker Mahaveer University, Moradabad

College/Department:------

Template for Day Wise Time Table

Academic Year/Semester:

Day: Mon/Tue/Wed/Thur/Fri/Sat

Programme/Semester	Branch/Section	Lecture No. 01	Lecture No. 02	Lecture No. 03	Lecture No. 04	Lecture No. 05	Lecture No. 06
		Time	Time	Time	Time	Time	Time
B.Tech/I	CS/A	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:
B.Tech/I	CS/B	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:	Room No: Course Code: Faculty Name:

Name & Signature of Coordinator-Attendance

Signature of Dean/Director/Principal/Vice-Principal

Teerthanker Mahaveer University, Moradabad

College/Department:----------

Template for Day Wise Student Count

Academic Year/Semester:

Date:------

Day: Mon/Tue/Wed/Thur/Fri/Sat

Programme/Semester	Branch/Section	Total Strength	Lecture No. 01	Lecture No. 01	Lecture No. 01	Lecture No. 01	Lecture No. 01	Lecture No. 01	
			Time	Time	Time	Time	Time	Time	
B.Tech/I	CS/A	60	RoomNo: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	
B.Tech/I	CS/B	60	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	Room No: Course Code: Student Count:	

Name & Signature of Coordinator-Count

Signature of Dean/Director/Principal/Vice-Principal

[Note: To be sent to the office of Deputy Registrar (Dean Academics Office) on daily basis via E Mail]

Teerthanker Mahaveer University, Moradabad

College/Department:——

Template for Monthly Attendance

Academic Year/Semester:——   Month: Aug/Sept/Oct/Nov/Dec   Date:

S.No	Faculty Name & Code	Programme Name & Programme Code	Course Code	Course Name	Total held (as per teacher's diary)	Lectures per	Total Attendance marked on ERP	Average Attendance	Remarks (if Any)
	For Example:								
1	Dr Sunil (TMU0XXX)	B.Tech CS (BTECH-001)	EAS113	Engineering Chemistry	-		-	-	-
2	Dr Sunil (TMU0XXX)	B.Sc Chemistry BSC-005	BAS563	Analytical Chemistry	-		-	-	-

[Note: To be sent to the office of Deputy Registrar (Dean Academics Office) on monthly basis via E Mail]