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Guidelines for Maintaining Attendance at ITM University, Gwalior

Objective

To ensure accurate and timely recording, reporting, and management of student attendance, thereby supporting academic integrity and compliance with university regulations.

Responsibilities

- Teachers: Record daily attendance on the Management Information System (MIS).
- Dean of Academics: Collate daily attendance reports and send it to Vice Chancellor's office through email and Whats-App.
- Deans/Heads of Departments/Coordinators: Monitor and address issues related to low attendance.

Procedure

1. Recording Attendance

- All teachers are required to record attendance for each class session on the MIS on a daily basis.
- Attendance should be accurately marked and uploaded by the end of each class day.
- Attendance of the events that is required to earn a degree should be kept and reported separately. The mechanism of taking such attendance should be as per the related notifications.

2. Reporting Attendance

- A daily attendance report should be generated and shared with the Vice Chancellor's office by the end of each day.
- The Dean of Academics is responsible for collating these daily attendance reports and maintaining comprehensive records.

3. Monitoring and Addressing Low Attendance

- Deans, Heads of Departments and Coordinators must regularly review attendance records.
- In cases of low attendance, the following steps should be taken:
 - Identify students with low attendance.
 - Notify these students and provide counselling or support to improve their attendance.
 - Continuous low attendance in a particular class should trigger a feedback mechanism to understand and address underlying issues. This feedback must be conducted by the Dean academics.



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4. Examination Eligibility

- Students with designated low attendance should not be permitted to write their theory and practical examinations.
- Attendance for practical examinations should be counted separately and monitored accordingly.

5. Monthly Notifications

- Every month, students with low attendance must be informed through speed post and other means (e.g., email, SMS) about their attendance status and potential consequences.
- This notification should serve as a reminder and an opportunity for students to improve their attendance.

6. Supplementary Classes and Examinations

- In cases where student attendance is less than the requisite level, separate classes, tutorials, or Problem-Based Learning (PBL) sessions may be conducted to help students achieve the desired learning outcomes.
- Special examinations may be conducted for these students, for which an additional fee may be charged.


Compliance

- Strict adherence to this Guideline is mandatory for all faculty members.
- Non-compliance with attendance recording and reporting procedures will be addressed as per university policies.

Review and Feedback

- This Guideline will be reviewed periodically by the Dean of Academics to ensure its effectiveness and relevance.
- Feedback from students, teachers, alumni and recruiting companies will be considered for continuous improvement.

By adhering to this Guideline, ITM University aims to maintain high standards of academic discipline and support student success through consistent attendance management.


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