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## **Regulation on Attendance Management at ITM University**

### **Purpose**

The purpose of this regulation is to ensure that students and their parents are promptly and adequately informed about low attendance, to encourage regular class attendance, and to establish a clear process for handling cases of continuous absence and low attendance.

### **Attendance Policy**

#### 1) Class Attendance Eligibility:

- Only registered students will be permitted to attend classes. Unregistered students will be denied entry.

#### 2) Separate Attendance Calculation:

- Attendance for theory and practical sessions will be calculated separately. Students must meet the attendance requirements for both components independently.

### **Daily/Weekly Attendance Posting**

#### 3) Attendance Recording:

- Attendance will be recorded for each class session by the respective faculty members.

#### 4) Daily/Weekly Updates:

- Attendance details for each class will be posted on the university's internal portal by the end of each day and also should be broadcast to students via available platforms. A weekly summary should also be shared with the students through broadcast portals.
- Students with attendance below the required threshold (75%) will be highlighted for additional attention.
- Students are expected to regularly check their attendance status on the portal.

#### 5) Teacher Responsibilities:

- Teachers are required to record their daily attendance on the Management Information System (MIS).



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- Consistently failing to record attendance on MIS will be considered an act of indiscipline and will be subject to administrative action.

#### 6) Reporting to VC Office:

- Daily attendance data will be compiled and shared with the Vice Chancellor's office through the Dean Academics.
- The Dean Academics will collect and compile attendance from all the respective schools and forward the consolidated report to the VC office.

#### **Bi-Weekly Email Notifications**

##### 7) Email Alerts:

- Every 15 days, students with low attendance will receive an email notification.
- The email will include the student's current attendance record, the consequences of continued low attendance, and recommendations for improvement.

#### **Monthly Parental Notifications**

##### 8) Monthly Updates:

- At the end of each month, a summary of students' attendance records will be sent via speed post to the parents or guardians of students with low attendance.

##### 9) Parental Communication:

- The letter will detail the student's attendance, emphasize the importance of regular attendance, and inform the parents of any impending consequences if attendance does not improve.

#### **Handling Continuous Absence**

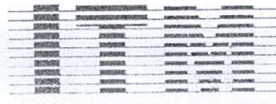
##### 10) Six-Day Absence Rule:

- Students who are absent for two-weeks without a valid reason will be de-registered from their courses.

##### 11) Re-Registration Process:

- To re-register, the student must pay a fee of Rs. 1000.





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- Re-registration requests must be submitted to the administration office along with the payment receipt.

### **Examination Eligibility and Special Classes**

#### 12) Exam Restrictions:

- Students with low attendance (below 75%) will not be permitted to sit for exams.

#### 13) Special Classes:

- Special classes may be arranged for students with low attendance to help them catch up on missed content.
- Attendance in special classes is mandatory for these students to qualify for exams.

#### 14) Additional Fees:

- A separate exam fee will be applicable for students attending special classes, which must be paid before they are allowed to take the exams.

### **Leave and Special Attendance**

#### 15) Medical and Other Leave:

- Leave on account of medical or other reasons can only be permitted up to the benchmark of 75% attendance.

#### 16) Special Attendance for Competitions:

- Students who participate in competitions or events on behalf of the University will be granted special attendance for the days missed.
- If necessary, special classes will be arranged for these students to cover the missed material.

### **Implementation and Monitoring**

#### 17) Monitoring and Compliance:

- The attendance monitoring team will ensure daily, weekly, and monthly updates are consistently posted and communicated.



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18) Feedback and Adjustments:


- Students and parents are encouraged to provide feedback on the process to help the university improve the system.

19) Review and Updates:

- This SOP will be reviewed annually to ensure its effectiveness and make necessary adjustments.

**Conclusion**

This regulation aims to maintain high academic standards through consistent monitoring and communication regarding student attendance. By fostering transparency and accountability, ITM University seeks to enhance student performance and overall institutional effectiveness.

  
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