

Guidelines for Monitoring Short Attendance Cases

Preamble: As per the academic policies of Manipal University Jaipur, a minimum of 75% attendance is mandatory for students to qualify for appearing in the Mid-Term and End-Term Examinations. The following guidelines are provided to ensure that the cases of short attendance are handled with uniformity and transparency.

Communication with Students:

Faculty Responsibility:

- Faculty members should regularly update student attendance in the university portal. In cases where a student's attendance drops below the 75% threshold, the faculty should inform the student verbally and/or via email of the shortfall.
- Students should be reminded of the requirement and consequences, including ineligibility for the Mid-Term and End-Term Exams unless corrective action is taken.
- The Head of the Department (HoD) must issue formal communication (via email or university notices) to all students with attendance shortfall before the exams. This will ensure that students are given adequate time to improve their attendance.
- Along with this communication, the Undertaking Form (attached as an enclosure) should be shared with the students for submission. This process is mandatory for students whose attendance is below 75% a week prior to the commencement of the MTE.

Undertaking Form Submission Process:

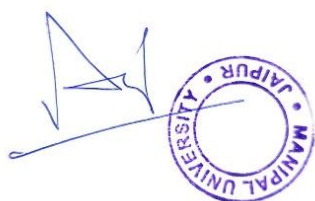
- Any student with less than 75% attendance must fill out and submit the Attendance Undertaking Form to the respective Teacher Guardian/Class or Section Coordinator/HoD within 7 days of notification about the attendance shortage (a week prior to the commencement of the MTE).
- The form must be signed by the student, and their parent/guardian must also sign the form. This ensures both the student, and their guardians are aware of the shortfall. If parents/guardians cannot physically sign the form, email acknowledgement must be taken.
- The Teacher Guardian/Class or Section Coordinator/HoD should collect the undertaking forms from students, review them, and ensure that all details, including attendance percentage, are accurate. After reviewing, the faculty should forward it to the HoD.
- Upon receiving the forms from faculty, the HoD should review them for compliance and ensure that all students have been appropriately informed.
- The HoD will decide, in consultation with faculty, if any special cases warrant attention (such as medical emergencies or extenuating circumstances). These cases should be documented separately and forwarded to the Directorate of Academics for further review.

Addressing Attendance Shortfall:

- **Attendance Improvement:** Students are encouraged to attend all remaining classes and take remedial measures such as attending additional tutorials or engaging in extra learning activities prescribed by the department.
- **Exceptional Circumstances:** Any exceptional cases should be reviewed by the HoD and, if approved, forwarded to the Directorate of Academics for further consideration.

This guideline is intended to ensure that all faculty, staff, and students are well-informed about their responsibilities regarding attendance and the process of handling attendance shortfall cases. By adhering to these guidelines, the department will ensure a transparent, fair, and systematic approach to attendance management.

This "Guidelines for Handling Short Attendance Cases" will be applicable from the academic year 2024-25.



Director (Academics)



Undertaking for Shortage of Attendance

To _____ Date: ____ / ____ / ____
 The HoD _____ Venue: _____
 Department of _____,

I, _____ (Name of the Student), bearing Regn. No. _____
 _____ and enrolled in the program _____ (Program
 Name) in Sem _____ for the Academic Year _____, understand that my attendance,
 as recorded in the SLcM Portal, is below the required minimum of 75%.

As per the rules and regulations of the university, a minimum of 75% attendance is mandatory for eligibility to appear in Mid-Term and End-Term Examinations.

I hereby undertake the following:

- I acknowledge that my current attendance is short of the required 75%.
- I am fully aware of the university's attendance policy, which states that students with less than 75% attendance are not eligible to sit for the Mid-Term and End-Term Examinations.
- I pledge to make every effort to improve my attendance in the remaining classes and undertake any remedial actions prescribed by the department/university to compensate for my shortfall.
- I agree to regularly monitor my attendance status on the SLcM portal and take immediate action if further discrepancies arise.

I take full responsibility for my attendance and its consequences.

Signature and Name:

 Student Parent/Guardian HoD/TG/Coordinator
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-----Details of attendance (as per the SLcM Portal)-----

#	Course Code/Name	%ge	#	Course Code/Name	%ge
1			6		
2			7		
3			8		
4			9		
5			10		