

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 06 / 2022-23

31st January 2023

STUDENT's ATTENDANCE POLICY

SRM University-AP expects all the students to attend all classes in every registered course. To account for any contingencies including common illness, tragedy in the family, and any special family function, a relaxation of up to 25% is permitted in each course. Therefore, to appear in the End Semester Examination in a course, a student should have a minimum of 75% attendance.

It is not possible for faculty to grant attendance to students for classes they have missed, regardless of the reason for their absence.

A student may be condoned attendance shortfall beyond the regular amount of 25%, but not beyond a total shortfall of 40%, due to the following two reasons.

- (i) Absence due to medical reasons: To apply for condoning of attendance due to medical reasons, the Office of the Dean - Academic Affairs must receive a hospitalization report (in original) from a registered medical practitioner/ hospital, along with any relevant medical reports, countersigned by the University Medical Center within one week after discharging from the hospital or reporting back to campus, whichever is earlier. Mere submission of a prescription or medical certificate from a registered medical practitioner will not be considered for any condonation in case of illnesses such as cold, cough, mild-fever, seasonal viral, flu, stomach upset, or headache.
- (ii) Absence due to being on official duty: A student who has been designated to represent SRM University-AP at any forum may apply for condoning of classes missed due to that duty. The condonation of on duty leave for student is governed by student on duty policy (OD policy) notified separately.

The maximum condonation allowed should not be exceeded by 15% in any course and no appeal is considered for students below 60% attendance.

Failure to meet the attendance requirements in a course will lead to an "I" (Incomplete) grade in that course and the student must re-register the course as and when offered by the University.

Students who are short of attendance will be notified before the final exams. They may appeal, and they will be allowed to sit for the final exam or its equivalent while the appeal is being processed. If the appeal is rejected, the exam will be cancelled regardless of the performance in the course.

It is the responsibility of the student to get prior approval from the faculty member of a course for missed assessment of individual components such as continuous assessments, labs, and field trips etc.

Note: This policy shall be implemented from the Even Semester of Academic Year 2022-23.



Registrar

Dr. R. PREMKUMAR

REGISTRAR

SRM UNIVERSITY - AP

Andhra Pradesh - 522240