



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[Affiliated to KKS University & Approved by DTE, GoM, AICTE, Delhi]

ISO 9001:2015 Certified Institution ● College Code: 5053 ● DTE Code:3615



Bakliwal Foundation

College of Arts, Commerce & Science, Vashi



Policy for Attendance
2023 - 2024



Policy for Attendance

Preamble:

An integral component of academic discipline, student success is contingent upon attendance. It is the belief of Bakliwal Foundation College of Arts, Commerce & Science, Vashi (BFCACS) that regular attendance at classroom learning, academic discussions and co-curricular activities makes a whole contribution to the development of the student as a whole. This Attendance Policy is designed to promote student responsibility, punctuality, and commitment as students engage in their programs of study - B.A. (Civil Services), B.Com, BBA, or BCA. It is compatible with the rules and regulations laid down by the University and Higher Education Authorities.

Vision

To cultivate a disciplined academic environment where consistent student attendance enhances learning outcomes, ensures academic accountability, and fosters a culture of responsibility and excellence.

Mission

- ✚ To promote regular and active participation in academic and co-curricular activities.
- ✚ To build awareness among students regarding the importance of classroom engagement in achieving academic and career goals.
- ✚ To implement a transparent and structured mechanism for tracking and addressing attendance issues in a timely manner.

Purpose of the Policy:

The purpose of the Attendance Policy at Bakliwal Foundation College of Arts, Commerce & Science, Vashi (BFCACS) is to emphasize the importance of regular attendance in promoting academic excellence, discipline, and active participation in the learning process. It aims to



ensure that students maintain the required attendance for eligibility in assessments and examinations, while also providing a fair and transparent framework for managing absenteeism and genuine exceptions.

Objectives

- ✚ To ensure compliance with the minimum attendance requirements as mandated by the affiliating university and statutory bodies.
- ✚ To encourage students to maintain regular attendance, thereby enhancing academic performance and personal growth.
- ✚ To monitor and review attendance records periodically and address absenteeism through counseling and corrective actions.
- ✚ To establish clear guidelines for attendance relaxation in genuine cases, such as medical emergencies, competitions, or other approved institutional activities.
- ✚ To integrate attendance monitoring with internal assessments and eligibility for examinations, scholarships, and participation in institutional events.
- ✚ To foster a responsible and punctual attitude among students that reflects the values and discipline of BFCACS.

Extract of Ordinance

1. Mandatory Average Attendance and Minimum Attendance for each Course

A] Every Bonafide student shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials, etc. wherein short and/or long excursions/ field visits/ study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for



the total number of periods which are otherwise delivered on the material day/s.

B] Further it is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.

2. Consideration of Absentee on Account of Participation in Curricula / Co-curricular / Extra-curricular and Extension Activities with the Permission of the Principal

The above same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extra-curricular / co-curricular / extension / activity / competition / camp / workshop / convention / symposium / seminar etc. where the said learner is *officially* representing the College / University / District / State / Country with the permission of the Principal wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No. 1, shall be deemed to have been attended by the said student.

3. Condonation of Additional 25% Absentee in Special Cases on Valid Evidence with the Permission of the Principal

Without prejudice to what is stated here-in-above, the Principal shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the Attendance Committee of the wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the principal having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his /her parent, death of his /her parent, etc. supported by valid evidence, documentary or otherwise.



General Rules Pertaining to Attendance

1. Attendance at all lectures / practical / tutorials / tests / assignments examinations is compulsory for all courses. A student, who is not regular in attendance or fails to carry out his / her work to the satisfaction of the Principal, is liable to cancellation of his / her terms.
2. The student who do not have minimum required attendance of 75% of actual lectures/ practical conducted in each semester or do not show satisfactory progress in semester / internal examinations will not be sent for college / University examinations.
3. Periodical tests / assignments / seminars are compulsory for the learner of all classes.
4. A student who remains absent for the periodical test / assignment / examination due to his / her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
5. A student who remains absent for three consecutive days is required to submit a leave application duly signed by his/ her parent/ guardian.
6. Students who are not permitted for the University Examination will not be re-admitted to the college.
7. Learners who request leave of absence from lectures / practical / tutorials for participating in sports, cultural, 'Avishkar' research convention or any other curricular / co-curricular / extra-curricular / extension activities / competitions on behalf of the college should submit the application countersigned by the respective teacher in-charge / Chairperson of Committee / PO [NSS] & Head of respective Department[s].



8. All decisions pertaining to recommend granting of terms will be decided by an **Attendance Committee** duly constituted by the college.
9. Students must regularly check their attendance records through the official portal or as displayed by the college. Any discrepancies should be reported to the concerned faculty member within 7 working days for correction. No changes will be entertained thereafter.
10. Students arriving more than 10 minutes late to a lecture/practical/tutorial may be marked absent for that session at the discretion of the faculty.
11. No student is allowed to leave the class without the prior permission of the concerned faculty. Walking out of class without approval will be considered as absenteeism.
12. Attendance will be taken at the beginning of each lecture/practical/tutorial. Students are responsible for ensuring their presence is marked; no attendance will be granted retrospectively.
13. Repeated absence without valid reason or leave, even if below 3 consecutive days, may attract disciplinary action including warning, counseling, or communication to parents/guardians.
14. Students involved in misconduct, even during a permitted leave for activities, may have their leave cancelled and be marked absent for those days.
15. In case of long-term medical or personal emergencies, students must inform the college in writing and submit relevant documents. Such cases will be reviewed by the Attendance Committee on a case-by-case basis.
16. Attendance in college-organized functions, seminars, workshops, guest lectures, and celebrations is compulsory unless exempted with prior written approval.
17. Students with poor attendance may be ineligible for applying for scholarships, awards, certificates of merit, or participation in study tours or industrial visits.



18. Proxy attendance (marking attendance for someone else) is a serious misconduct and shall result in disciplinary action for both students involved.

The Attendance Policy of Bakliwal Foundation College of Arts, Commerce & Science, Vashi (BFCACS) serves as a guiding framework to promote regularity, discipline, and accountability among students. Attendance is not merely a regulatory requirement but a reflection of a student's commitment to academic and personal growth. By adhering to this policy, students contribute to a productive learning environment that supports their educational journey and future aspirations. The college expects every learner to take this responsibility seriously and maintain the decorum and standards that define the academic culture of BFCACS.

Date: July 31st, 2023




Dr Sharadkumar Shah
Principal
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