

Ref No.: NIET/DA/2025/13

 Date: 8<sup>th</sup> May 2025

## Attendance Policy for students from Academic Year 2025–26

**Courses: B.Tech, M.Tech, M.Tech (Integrated), BCA, MCA, MCA (Integrated), MBA, B.Pharma, M.Pharma**

In the interest of maintaining academic discipline, ensuring consistent student engagement, and complying with UGC norms, in alignment with AKTU Ordinance and institutional standards, the following **Attendance Policy** shall be strictly enforced for all students enrolled in undergraduate and postgraduate programs at NIET:

### **1. Minimum Attendance Requirement**

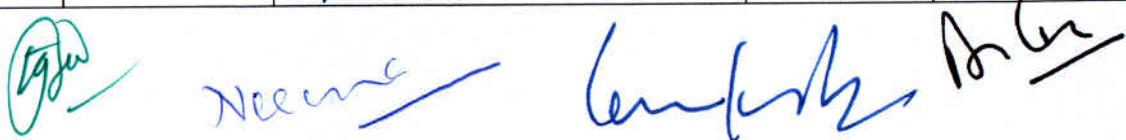
- Every student must maintain a minimum of **75% attendance** in each theory and practical subject individually. So that overall attendance will be maintained above 75%.
- Students failing to meet this threshold i.e 75% overall attendance will not be permitted to appear in Sessional Exam and End-semester Examinations.

### **2. General Rules**

- The attendance will be counted from the day of commencement of semester till the last academic day before sessional examination and end semester examination declared in academic calendar.
- All students will fill an undertaking Performa/Affidavit attached as **Annexure 1** and submit to their Class Coordinator during registration at the start of every semester.

### **3. Type of Attendance and weightage**

S.No	Categories of Attendance at ERP	Type of Attendance	Weightage	Responsibility of Attendance Uploading
1.	Normal	Regular Attendance in Classes / Labs	100%	Subject Teacher
2.		Students participated in Seminar / Workshop / Guest Lecture etc through their respective departments	100%	



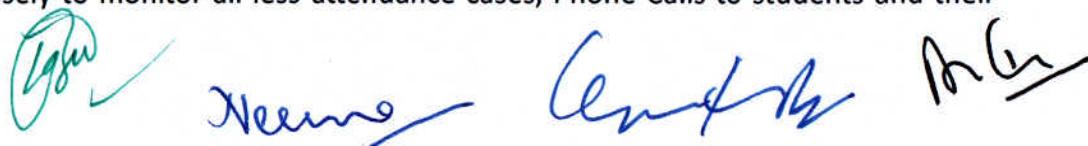
3.	Remedial	Remedial Class as per group created by departments	100%	
4.	Sessional Exam	Students present during Sessional Examination	100%	
5.	Event	Technical Events – such as Students participated in Hackthons / Competitive Coding / Representing Institute in Technical Events where Learning happened	100%	Class Coordinator after the approval from Deans of School
6.	--	Severe Medical Cases or Reasons beyond the control of students (Through OD)	15%	Class Coordinator after the recommendation of School Dean's and Approval from a Institute level committee
7.	--	Curricular and Co-curricular activities with prior permission from Dean SW through OD	--	Minimum attendance criteria is 75% and Dean SW
8.	Placement	Placement / Paid Internship Activities for Final year students	100%	Department Placement Coordinator after the approval from Director Placement

#### 4. General Rules for the Applying and Approval of OD (Non-Academic) Attendance

- All the students who are eligible & taken prior permission from Dean (SW) / HoD / Deputy HoD to attend the event for Sr. No 4, 5, 6 of Point 3 above, will apply OD online @ ERP through their Dashboard / Mobile App and after attending the event, students will upload completion certificates/proof as per nature of attendance. The OD for genuine cases as per policy will be approved online by Dean (SW)/HoDs.
- Dean (SW)/HoDs not to permit students to be the member of any club/activity claiming event attendance or request permission to participate in extra activity if their Sessional average marks are below 40% AND their attendance is below 75% AND they have any backlog.

#### 5. Monitoring and Reporting

- HoDs may create an **Attendance Monitoring Cell** at the department level which will work closely to monitor all less attendance cases, Phone Calls to students and their


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parents, e-mail to students and parents and registered post to parents before sessional & End Semester Examination.

- Attendance shall be recorded daily in the same lecture using Mobile App/Face Recognition/Biometric System and monitored weekly by HoDs.
- Faculty members will inform to class coordinator/Mentor if any students absent continuously from 3 days.
- Class Coordinator / Mentor will call the student(s) and if required to their parents for informing students absentees and consequences of short attendance.
- Fortnightly attendance summaries will be displayed at Department Notice Board, shared with students by taking their signatures and parents via the ERP system or official communication channels (E-mails).
- After commencement of semester, if students are not reported within 3 days then Class coordinator / mentor should call them and an official e-mail as well as a registered letter by postal service must be sent to their parents'/guardians on the 4th day from the commencement of the semester.
- HoDs have to ensure "ZERO DETAINES" during sessional and End Semester Examination.

#### **7. Shortage of Attendance**

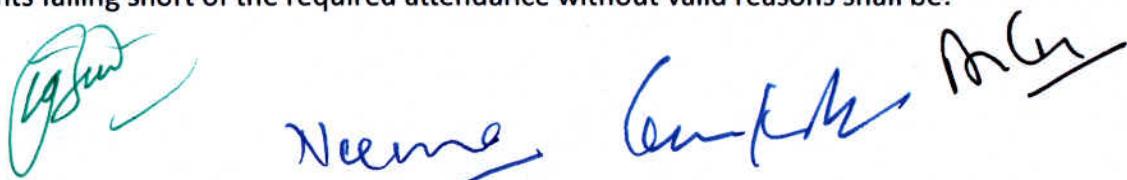
- Students are encouraged to attend 100% classes as per their class time table. The Attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the student's control or attending curricular & extra-curricular activities. Therefore, in all cases students have to attend **75% classes**.
- Shortage of attendance due to genuine medical reasons (Hospitalized) or unforeseen emergencies or **Severe medical cases (Genuine) other than above** may be considered up to 15% by Head of Institution, provided supporting documents are submitted within 7 working days of absence. However, it is mandatory to complete 60% attendance to get approval.

#### **8. Special Cases**

- Representing NIET in national/international events (academic, sports, cultural) may warrant exemption, subject to prior approval and submission of proof to Head of Institution.

#### **9. Consequences of Non-Compliance**

- Students falling short of the required attendance without valid reasons shall be:



Handwritten signatures of the officials involved in the process, including the Principal and the Dean of Students.

- Deemed ineligible for internal sessional examination and End Semester examinations.
- Issued disciplinary warnings for repeated defaulters.
- Not allowed to participate in co-curricular and extra-curricular or placement-related activities until compliance is ensured.

#### **10. Responsibilities of Faculty**

- Faculty members must maintain accurate attendance records and upload all attendance in the same lecture.
- They must notify the respective Class Coordinators and HoDs about students with irregular attendance.

#### **11. Feedback**

- It is expected that all students will attend 100% classes, however, if the students could not attend all classes due to the reasons mentioned above and with due permission then in any case students whose attendance are below 60% will not be allowed to give faculty feedback.

#### **12. Attendance Marks**

- Students are encouraged to maintain 100% attendance, and they will be rewarded with attendance marks according to the defined scale.

#### **13. Detainee**

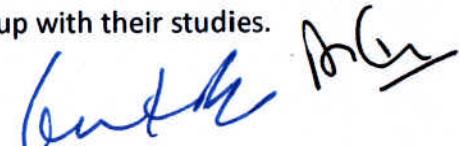
- If the attendance of any student is less than 75% then he may be detained from sessional / End Semester Examination. The detainee list will be downloaded before three days of Examination from ERP by COE Office (For eg if exam starts from Monday then attendance will be considered till Thursday) and detainee list will be published on Friday which will be circulated among students & HoDs.
- The summary of detainee students will be forwarded to Director and Director Academics at least before two days of Examination by COE.

#### **14. Policy for Detained Students**

- The objective of this policy is to implement NEP2020 in the interest of the students i.e. to save the academic loss of the students who could not attend the classes due to untoward happening.
- The detention of the students will be as per the attendance clause mentioned in ordinance of examination (Point 13) and non-submission of examination fee.
- Special Winter / Summer classes will be conducted for detained students soon after intimation of detention enabling concern students to catch up with their studies.



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- The students can avail this scheme only once in the entire course duration.
- The students who will register for special winter/summer school required to pay advanced additional fees @Rs.500/period to a maximum of 40 lectures per subject. The fee calculation will be as per following formulae:

Total fee of winter/summer semester (TF) = (Maximum no. of lectures required (attendance) to appear in the semester exam(X)- No. of lectures attended by the detained student(Y)) \* 500;  $TF=(X-Y)*500$

- 100% attendance in special winter/summer classes is mandatory for concern students.
- Students meeting fee and attendance criterion in winter/summer school classes will be eligible to appear in Carry Over Examination(COP)
- All internal assessment marks for that semester shall be null and void and Fresh Internal assessment will be done for such students.
- Eligibility for the promotion to next semester/Year will be governed by the examination ordinance.
- **Examination Fee payment:**
  - Examination fees has to be paid by detained students (@Rs1800/ paper)

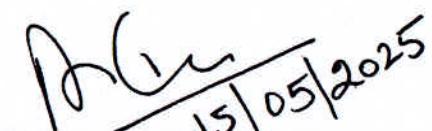
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This policy shall be effective from the Academic Year 2025–26 and remains binding unless officially revised.

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Director



15/05/2025

Director Academics



Additional Managing Director



Managing Director