



MANIPAL UNIVERSITY
JAIPUR

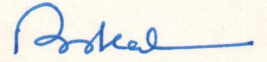
MUJ/REGR/1403/230/2019

Date: 18 Jun 2019

Notification

It is hereby notified to all the concern that, the Policy and Procedures for Student Attendance Monitoring and Engagement has been formed based on the recommendation of the committee constituted for the purpose. The same are to be adhered by all without deviation.

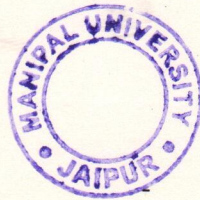
The policy is effective from the date of issues of this notification.


Registrar

Enclosure- Policy and Procedures for Student Attendance Monitoring and Engagement

To,

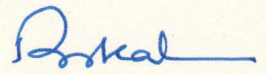
1. All Faculty and Staff



for necessary action

Copy to

2. Hon'ble President through PS - for information
3. Pro President through PS - for information


Registrar



MANIPAL UNIVERSITY JAIPUR



Policy and Procedures for Student Attendance Monitoring and Engagement.

Responsibility of	Director Academics
Produced By	Director Academics
Approved by	<u>Hon'ble President</u>
Approval and Implementation	13 June 2019
Review Date	
Version	01



1. Preamble

Engagement level of student in appropriate manner with their programme of study is an important aspect in academia and has a direct impact on the success and performance of the students along with the notable improvement in teaching learning activities. Good percentage of attendance is a strong indicator of student engagement and effective learning. Therefore, it is important for the University to have a effective and efficient monitoring system of student engagement and one of the way is monitoring of the attendance. At the same time, it has to be in form which is able to produce the data analysis in a timely manner as required.

Monitoring of attendance is vital for the academics for pedagogic and pastoral or mentoring reasons. The attendance monitoring system at Manipal University Jaipur will help the timely identification of students who may be at a risk of progression or retention or detention. Through this follow up action can be initiated in support of student and encourage student for engagement with his programme of study. It is very well understood since years that monitoring of attendance has a positive impact on student activities, hence, this policy is an another step to make the system more effective and result oriented.

2. Aim/Objectives of Policy

- To enable the University to monitor the attendance of students.
- To enable the timely identification of students whose attendance record or patterns suggest that they may be at risk of failing to progress or desired outcomes of the program.
- To enable the University to take follow-up measures to support students and encourage engagement with the programme.

3. Scope of the Policy

Attendance is expected of all students on every element of their course. This refers to various academic activities be it lectures, seminars, workshop, practical sessions, internships or any other form of assessment.



This policy documents sets out the procedure for monitoring of student attendance and their engagement with the programme, employed by the Manipal University Jaipur (MUJ). It also outlines the activities related to improvement of student attendance. This policy shall be applicable to all the programme or courses offered at MUJ.

The defined procedure to monitor the attendance shall work with the existing system in place.

4. Procedure

- 4.1 A teacher has to record the attendance for each class in the Attendance Register with a recommended format which is attached as annexure 1. Though, the present system of attendance recording shall remain in practice.
- 4.2 Attendance is the sole responsibility of the teacher concerned and thus he/she shall be answerable to authorities of Universities to share any records and evidences as deemed fit in case of any challenge to the status quo by the student or his/her parents.
- 4.3 The teacher has to update the attendance in AMS/DMS on regular basis but not accumulating the update for more than two classes because three consecutive absences have to be informed to the student and his parents; as well as, to the HoD via auto-generated email and SMS from DMS. In AMS, this has to be done manually but only for final year students.
- 4.4 The emails and SMS shall also be activated during Mid-Term 1 and Mid-Term 2 for all those students who fall short of 75% attendance. For each instance, the list of students defaulting on attendance has to be shared with the concerned HoD. The HoD shall also counsel such students so as not to get detained. **The HoD in turn shall also obtain an undertaking from the student stating that he or she has been informed of the attendance issue and may be detained if he/she does not maintain 75% attendance.**
- 4.5 The concerned HoD also need to send a copy of this undertaking to the parents of the students by email/post optionally with results of just concluded test/exam. A format for the undertaking has been drafted and is shown in Annexure 2.



- 4.6 Participation by students in any co-curricular and extra-curricular activity and any absence from classes due to that activity shall not be accounted for 75% attendance requirement. He must accommodate that in 25% tolerance already provided by the university.
- 4.7 A major concern of attendance is during the registration window which encourages students to join academics late to the extent possible without any late fees. This also affects teaching learning as few students are available for the classes at start of the semester. It was agreed to announce registration window (without late fees) to be only of 3 days after the day of registration. Thus, the attendance will be counted from the day one of the semester. For the first year students, attendance shall be counted from the date of admission.
- 4.8 As a trial, a mobile app based attendance recording shall be implemented for the first year students. The vendor has also agreed to integrate his application with MUJ DMS, so that, daily attendance of all classes is updated in DMS and all above stated actions become possible on the first year attendance as well.
- 4.9 Three days prior to last instruction days a consolidated attendance must be sent to the HOD/Director office, highlighting the names of the detained students. Once the detainees list has been submitted, it shall be moderated by the director of the concerned school.

This policy shall be reviewed periodically and the University reserves all rights to amend as per its requirement.



Annexure 1:

Format of the Attendance Maintained by Teachers

Depart ment		Subje ct			Branch			Batch	
Roll Number	Name	Day 1 (Date)	Day 2 (Date)	Day 3 (Date)	Day 4 (Date)	Day 5 (Date)	Day 6 (Date)	Day 7 (Date)	Day 8 (Date)
189XXX X01	Student 1	1	2	3	3	4	4	5	6
189XXX X02	Student 2	1	2	3	4	5	6	7	8
189XXX X03	Student 3	1	2	3	4	4	4	4	4
189XXX X04	Student 4	1	2	3	4	5	6	7	8
189XXX X05	Student 5								
189XXX X06	Student 6								
189XXX X07	Student 7								
189XXX X08	Student 8								
189XXX X09	Student 9								
189XXX X10	Student 10								
189XXX X11	Student 11								
189XXX X12	Student 12								
189XXX X13	Student 13								
189XXX X14	Student 14								
189XXX X15	Student 15								
189XXX X16	Student 16								



Annexure 2:

Format of the undertaking by Student to the HoD

To,
The HoD
Dept of XXXX,

Subject: Shortage of attendance – Undertaking – Reg.

Dear Sir/madam,

I Mr./Ms. _____, Registration number _____ have been informed by my HoD for the course _____, of the semester _____ that my attendance is less than 75%. I am also aware of the minimum attendance requirement of 75% in every subject to appear for the End-Semester Examination, failing which, I will get detained in the end-term exams of the above subject.

I hereby promise that I will be regular for all the classes and attain the minimum requirements of attendance. This will also help me to maintain the academic performance in the learning and examinations. If I get detained in spite of my best efforts, the responsibility of being debarred from appearing in the End-term Exams would thus lie completely at my end.

Name of the student:

Signature of the student:

Verified by

Name of HoD:

Signature of HoD:

Place:

Date: