

**TKM INSTITUTE OF TECHNOLOGY, KARUVELIL P.O,
EZHUKONE, KOLLAM-691 505.**

CIRCULAR

Ref. No.TKMIT/ACD/1001/23

21.07.2023

The HOD meeting held on 13/07/2023 approved the following policy for attendance to be followed by the institute for all discipline.


PRINCIPAL

ATTENDANCE AND ELIGIBILITY TO APPEAR FOR EXAMINATIONS

- (i) In several academic studies a strong correlation between attendance in classes and the performance of the student has been found. Therefore, students are expected to maintain **100% attendance** in all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and **75% attendance is mandatory** for registering to the end semester examination.
- (ii) The attendance will be entered in LINWAYS by the respective faculty members and the students can verify the same. Anomalies if any, shall be brought to the notice of the faculty for correction within 2 days and the attendance will be frozen thereafter.
- (iii) Class-wise attendance will be displayed in the department noticeboard every month.
- (iv) Absence from classes up to 3 days needs to be justified with the Class mentor. The HoD's clearance is required in addition to the Class mentor if absence ranges from 3 to 5 days. In case of absence for more than 5 days, the student shall obtain the permission from the Principal to enter class. Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within three days after rejoining the class.
- (v) **On medical ground the Principal can relax the minimum attendance requirement to 60%** to write the end semester examination. This is permitted for

one or more courses registered in the semester. This provision is applicable only to any two semesters during the entire program period.

(vi) The Principals can grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a **maximum of 10%**. Such students should produce the participation **certificate countersigned by the University Sports Coordinator/ the Director of Physical Education** in the case of sports activities and the **Senior Faculty Advisor in the case of other extracurricular activities within ten days of the event**. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. **Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.** The student shall get official prior permission from the University for representing the University.

(vii) The Principals are authorized to grant attendance relaxation (duty leave) to the students for **organizing extra/ co-curricular activities, up to a maximum of 5%**. Such students should produce the required documents **countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor** in the case of other extra/ co-curricular activities within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, **if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.**

(viii) The consolidated attendance statement will be published in the department notice board on the last working day.

(ix) Dean (Academics) will be the competent authority for uploading the attendance along with relevant documents including medical certificates (if any) to the University.

(x) Requests from students regarding attendance will not be entertained in the last stage.

Sd/-

PRINCIPAL