

	<b>STANDARD OPERATING PROCEDURE (SOP)</b>	<b>Review Date:</b>
		<b>1 OF 2</b>

## **SOP- Attendance requirements for students at NCU**

1. In line with the high academic standards at NCU, students are ordinarily expected to attend 100 % of classes. But keeping in view the need of students for leave in times of any emergency , medical situation , participation in sports , extra & co-curricular activities at campus or any other requirements , the minimum attendance prescribed for appearing in major test in a subject shall be 75 % of all lectures , tutorials , practicals, seminars & any other prescribed requirements. However, the attendance including lectures, tutorials & practicals shall not be less than 70% with balance 5% allowed for attending seminars, guest lectures, industrial visits etc.

2. The attendance shall be counted till last working day of the semester and students not fulfilling the minimum 70 % criteria shall be detained in the subject in which attendance is short. The list of detained students shall be published next day of the end semester by the Registrar or the designated authority. The students can keep track of their attendance regularly on ERP portal. Parents shall be informed about short of attendance of their wards more frequently at least twice in the semester. Class counselors shall also play proactive role in alerting and counseling students in maintaining minimum attendance. However, the ultimate responsibility for securing minimum attendance shall lie solely with the students

3. To provide wider exposure to students and increase visibility of the University at state/national & international level, the university encourages participation of talented students in well recognized competitions or any other such event approved by University. Students nominated / deputed by the University for participation in these events/competitions shall be given due consideration for their absence from classes. This period shall be treated as leave of absence for attendance purposes. These leaves of absence shall be endorsed by the

Chairman, Student Activities & Leadership Committee & approved by the HOD before being sent to the ERP.

Students participating in/ coordinating campus placement activity shall also be granted leave of absence. Director SPA shall approve such leave of absence to students participating in campus placements and coordinating campus placement activity.

All such leaves of absence shall not exceed 10% of the classes in the semester. The concerned faculty shall ask these students to submit extra assignments to makeup for any study losses.

4. Currently it is observed that a large number of students aim for minimum 70% attendance and no more. To encourage students to attend classes beyond the minimum it is proposed to award upto 5 marks for attendance beyond 70%. The allocation shall be 3 marks for attendance above 75%, 4 marks for attendance greater than 85% and 5 for greater than 95 % attendance. These 5 marks can be taken out of total marks for continuous evaluations (excluding major & minor test marks)

5. Any other issues related to deviations / corrections/ grant of attendance shall be taken up on the request of particular students & approved by HOD on merit before sending to ERP. ERP office shall keep Dy Dean incharge of ERP informed about all the cases of grant of attendance.

6. This SOP supersedes any previous notification issued in this regard.

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