

SREE NARAYANA COLLEGE, NATTIKA
ATTENDANCE COMMITTEE
Report 2024-2025

1. Composition of the Committee

MINU K M	- Convenor
YAMUNA K G	- Member
SHEEJA P PARAYIL	- Member
SURABHI N V	- Member
ARYA VISWANATH	- Member
BABITHA B	- Member
JYOTHIMOL K P	- Member
ANILA N A	- Member

2. Aim and Objectives

The function of the committee is to ensure regularity of student's attendance, process attendance records, recommend measures to check absenteeism and prepare periodically the list of defaults and bring this to the notice of the students and concerned.

3. Attendance Policy

In order to encourage consistent attendance, Sree Narayana College, Nattika has adopted the following policy of the University of Calicut.

a) As per the Regulations for Choice Based Credit and Semester System for Undergraduate (UG) Curriculum -2019,

- A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester.
- Attendance shall be maintained by the Department concerned. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by University remitting the required fee.
- Benefits of attendance may be granted to students who attend the approved activities of the college/university with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on

production of participation/attendance certificate (within two weeks) in curricular/extracurricular activities (maximum 9 days in a semester).

- Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme) .
- If a student fails to get 65% attendance, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed. Such students can appear for supplementary examination for such semesters after the completion of the programme. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

b) As per the Regulations for Calicut University Four Year Undergraduate Programme (CUFYUGP Regulations 2024)

- A student shall be permitted to appear for the end-semester examination of a specific course to acquire the credits only if he/she has minimum 75% attendance (has completed minimum 75% of the prescribed classroom activities in physical, online, or blended modes, including any compensating activities as specified by the faculty of that particular course).
- Participation in curricular/extracurricular activities (up to 9 days per semester) will be considered as attendance upon submitting a participation/attendance certificate within two weeks.
- Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by the University on the remittance of the required fee by the candidate.
- Students can avail condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme).
- If a student fails to get the required attendance within condonable limit, he/she can move to the next semester only if he/she acquires 50% attendance. In that case, a provisional registration is needed.
- Such a student can write the examination for the entire courses of the semester, in which shortage of attendance occurs, as supplementary examination only after the completion of the entire programme.
- If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.

4. Attendance Management System

The attendance management system is responsible for maintaining student attendance records, which is essential for ensuring discipline in the college. Sree Narayana College, Nattika has been using the 'ALMANAC Attendance Register' by SANCTUM ERP to manage and monitor student attendance from the 2024-2025 academic year. Since its implementation requires time, it has been introduced on a trial basis for first-year FYUGP students, while manual attendance procedures continue for students in other years throughout the current academic year.

Screenshot of the ALMANAC Attendance Register



