



**GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**KHANDOLA, MARCELA – GOA 403 107. (INDIA)**  
(Affiliated to Goa University) (Estd. 1989) Ph. / Fax: 0832-2287718  
email:-gcasck@rediffmail.com Website: [www.khandolacollege.edu.in](http://www.khandolacollege.edu.in)  
Accredited by NAAC with 'A' Grade ( 28/03/2017 to 27/03/2022 )

## ATTENDANCE POLICY

(As per GU ordinance O.A. -17)

( Effective from 30<sup>th</sup> November, 2007 / 21<sup>st</sup> February 2019) Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University).

### **OA-17.2 General:**

- (a) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution / Department at the beginning of the academic year and the same shall be enforced strictly.

### **OA-17.3 Attendance and eligibility to appear for Examinations:**

(i) A student register ending Semester/Term/Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the to all lectures and practicals prescribed fort he course during that Semester/Term/Year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given Semester/Term/Year, astudent shall be required to have a minimum of 50% attendance in any individual paper /course.

(ii) A student, having less than 75% cumulative attendance in a Semester/Term/Year and/or less than 50% attendance in individual paper /course, shall not be eligible to appear for that Semester/Term/Annual Examination. Such students hall have to seek re-admission to the Course/ Programme during the subsequent Academic Year /Term/Semester by paying requisite fees. However, such students hall not be treated as fresh applicant for the admission if there-admission is in the same institution. Re-admission to professional colleges for the First Year of the courses hall be as per the admission rules for these courses. These students shall not answer GCET.

(iii) For a student registered for subject/subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.

(iv) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

### **( Effective from 2<sup>nd</sup> March, 2015)**

(v) A student representing the Institution/University/State/Country in extracurricular activities such as NCC/NSS/Sports/Cultural events, obtaining prior



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approval of the Principal/Dean/Head of Department, shall be treated as 'on duty' at the lectures/ practical's missed by him / her and shall be marked as 'D' in the Attendance Register.

(vi) Absence due to such activities shall be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director / Asst. Director of Sports in Government/University or an authorized official of these and other similar bodies.

(vii) However, in such cases, for the purpose of compilation of cumulative as well as paper/course-wise attendance, the number of lectures /practicals for the paper/course shall be calculated after adding the lectures / practicals under 'D' and considered as such.

e.g.  $\frac{\text{No. of lectures / practicals attended}}{\text{No. of lectures /practicals engaged}} \times 100$

(viii) 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 seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal/Dean/Head of the Department shall examine such absence on a case-to-case basis.

(ix) A student who has any grievance about the attendance record, may bring the same to the notice of the Head of the PG Department/ Dean or Principal of the College, in writing, within three days from the date of its display on the Notice Board. The Head of the PG Department/ Dean or Principal of the College on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.

  
Principal

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