

## Student Attendance

Ordinance relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.

**OA-17.1** To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all Undergraduate and Post Graduate Programmes offered by Goa University.

### **OA-17.2 General**

- (i) No change
- (ii) The teacher(s) concerned shall engage not less than 90% of the actual number of lectures/practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College/Head of the PG Department shall ensure that the teachers in the College/Department actually engage the required lectures/practicals as mentioned above.  
  
(Note : "Course" refers to Laboratory Course/Optional Course/ Compulsory Course or other similar instructional Courses) The Principal/Head of the Department may permit faculty members to engage The classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

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

- i) The attendance shall be taken by the teacher for each lecture/ tutorial/ practical or any other component of teaching separately. He shall maintain such a paper/ course-wise attendance record, preferably online.
- ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term /Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.
- iii) A student registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practicals engaged in any individual paper / course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme.  
  
In case the faculty is unable to engage the actual numbers of lectures/practicals prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engaged by the

faculty. (For example, if a faculty could engage only SS lectures out of prescribed 60 lectures, each student shall be given attendance of additional S lecture in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose "attendance is less than 75% shall have the option of dropping a paper(s)/ Course(s) in order to meet the minimum 75% attendance requirement.

Institutions may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

- iV) A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year /Term / Semester by paying the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.

v) In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.

vii) A student representing the Institution / University / State / Country in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining prior approval of the Principal/Dean / Head of Department, shall be marked "Present" for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.

vii) 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 beyond 25% maybe condoned on medical grounds.

Students participating in sports at the Inter-colleqlate Championship level may be given upto 15% relaxation in attendance.

Further, a student who participates in two or more Inter-collegiate Championships may be given an additional 10% relaxation in attendance.

A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation upto 50% in attendance.

However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

viii) Any case not covered under the above clauses but recommended by the Principal/ Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairperson), Cii) Registrar and (iii) Principal of the Institutions/Dean of the College / Head of the Department concerned, as members.

ix) For Programmes thatare governed by the regulations of Central governing/ regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply.

- (x) A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal! Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board
- / Notice regarding che~king of attendance online. The Principal! Dean / Head of the Department, on receipt Of such a complaint, shall verify the accuracy of the 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.