



## SRR & CVR GOVERNMENT DEGREE COLLEGE

(AUTONOMOUS)

ESTD:1937

VIJAYAWADA, NTR DIST., A.P

Institution is ranked by NIRF 101-150 band at NIRF 2020

WEBSITE: [www.srrcvr.ac.in](http://www.srrcvr.ac.in) E-Mail: [srrandcvr@gmail.com](mailto:srrandcvr@gmail.com)

NAAC 4<sup>th</sup> CYCLE



### Student Attendance Policy

#### Objective:

- To encourage students to develop disciplined study behaviour
- To instil a sense of responsibility towards learning
- To inculcate professional ethics and values

#### Code of conduct:

Insisting on 75% attendance and ensuring that a student meets the goal is the policy but the procedures followed for the implementation of the policy have positive direction and care is taken to maintain relationship with the student by being caring and sensitive to a student's genuine issues. Importance of attendance is balanced with fairness and understanding approach.

#### Rules of Attendance Policy:

- Every student is required to check in with biometric attendance and biometric registers are scrutinized regularly.
- Group Counselors monitor students' attendance and submit monthly attendance to the Head of the institution.
- A student who is unwell and absent to college for more than one week shall produce a medical certificate or a Doctor's note when back to college
- A student who continuously misses classes without proper reason and with no authorized permission may be discontinued.

#### Teacher's Responsibilities:

- Provide awareness to students on the attendance policy and expectations and explain how the policy supports student's learning and progress.
- Monitor through periodical checks and counsel students who continuously miss classes by working together on the issues that are blocking the student's learning.

- Conduct Re - tests only on written explanation or related doctor's note in case of illness, emergency or college related academic, cultural and sports activities.
- Allow flexibility to some extent regarding deadlines for submission of assignments, projects and reports to encourage learning at every stage.

**Student's Responsibilities:**

- Expected to attend all classes, laboratories regularly and punctually as per time - tables.
- No excuse is allowed if a student attending functions or making travel arrangements in conflict with classes and examination schedule and re-exams shall not be conducted for such a student.
- Accountable for short fall of attendance and strict action shall be taken by college in cases of continuous unauthorized absence



PRINCIPAL

PRINCIPAL  
SRR & CVR GOVT. DEGREE COLLEGE  
(Autonomus)  
Machavaram, VIJAYAWADA-520 004