

STANDARD OPERATING PROCEDURE (SOP)
FOR STUDENT ATTENDANCE

Effective from Academic Year 2025–26

1. Preamble

This Standard Operating Procedure (SOP) establishes a streamlined, standardised process for recording, monitoring, and regulating student attendance for Theory, Practical, and Tutorial sessions across all academic departments. It includes provisions for On-Duty (OD) and Medical Leave (ML) in accordance with academic norms. This SOP shall come into effect from the Academic Year 2025–26 and will be subject to periodic review and revision as deemed necessary by the University.

2. Objectives

- a) Ensure a transparent, consistent, and accountable system of attendance management
- b) Promote academic discipline and student engagement
- c) Enable uniform implementation across all departments
- d) Facilitate timely identification and intervention for attendance shortages
- e) Maintain accurate and auditable attendance records

3. Scope

This SOP applies to all bonafide students, faculty members, and academic administrators of the University.

4. Attendance Requirements

The University expects all students to attend all scheduled academic sessions and assessments and to strive toward maintaining 100% attendance. A minimum of 75% overall attendance (calculated as an average) is mandatory for eligibility to appear for the end-semester examinations. Attendance also forms an integral component of continuous assessment, reflecting a student's engagement, and academic commitment. Attendance marks are awarded based on defined percentage ranges, as per the applicable academic regulations. Students with attendance below 75% shall not be awarded any marks under this category. The following tables (Table 1 and Table 2) present the structured allocation of attendance marks as prescribed under the applicable Undergraduate (UG) and Postgraduate (PG)

academic regulations (2021, 2023, and 2025), ensuring transparency, consistency, and uniform implementation across all programmes.

Table 1: Attendance Marks for UG and PG Regulation 2025 and PG Regulation 2021, 2023

Attendance Percentage	Attendance Mark
96-100%	10
90-95%	9
80-89%	8
75-79%	7

Table 2: Attendance Marks for UG Regulation 2021, 2023

Attendance Percentage	Attendance Mark
96-100%	5
90-95%	4.5
80-89%	4
75-79%	3.5

5. Recording of Attendance

Faculty members shall record hour-wise attendance for each class conducted and ensure that the attendance slip is submitted to the office of the Director, Student Affairs (DSA) on a day-to-day basis. They shall retain a copy and be liable to produce the same whenever required. The concerned faculty member shall also ensure that the attendance is entered in the official attendance portal on the same day itself. Attendance for off-campus activities will be recorded in the automation portal by the office of the DSA, while attendance for on-campus activities, other than scheduled timetable/class activities, will be recorded by the concerned Head of the department (HOD).

6. Monitoring and Compliance

The University shall implement a closed-loop attendance accountability system. Individual departments are responsible for day-to-day monitoring, counseling, and verification of student attendance. The office of the DSA shall exercise the final administrative authority. As part of a structured review mechanism, departments shall formally assess attendance status at

least thrice (on the 20th, 40th and 60th working day) during a semester to identify potential defaulters at an early stage. Departments shall maintain accurate attendance records, identify defaulters, issue warning notices, and conduct appropriate counseling interventions. The parents/guardians of defaulters with attendance shortages shall be invited to meet the Faculty Advisor/Mentor and the Head of the Department (HOD), wherever applicable. Undertakings must be obtained from such students and countersigned by the parent/guardian. The attendance lists should be displayed monthly and also before the University examinations to ensure transparency. Any discrepancies and attendance shortages shall be addressed strictly at the departmental level in accordance with the following escalation matrix:

Shortage Level	Attendance Percentage	Action Owner	Mandatory Action Required	Output Recorded
Level 1	<75%	Faculty Advisor / Mentor	Automated alert and student need to undergo initial advisory interaction/counseling with the faculty advisor/mentor. Parent must be informed.	Document the reason for absence
Level 2	<50%	HOD/Coordinator	Mandatory interaction with parent/guardian in person or through official telephonic or virtual meeting	Signed undertaking by student, countersigned by Parent to be retained. Document the reason for absence
Level 3	<25%	DSA	Formal warning communication dispatched to parent/guardian. Mandatory in-person meeting with parent/guardian on campus to review attendance status and corrective measures	Parent /guardian acknowledgement documented. Obtain a formal assurance letter from the parent.
Level 4	End-of-Semester Shortage	DSA	Comprehensive review of eligibility for condonation based on institutional norms and documented records	Official order indicating condonation approval or detention

7. Permissible Absence and Relaxation

Up to 25% absence may be considered under approved categories. Additional condonation up to 10% may be granted by competent authorities subject to valid justification (detailed below). Authorised absence as listed below will be acceptable/grantable

Category I: Medical or exceptional circumstances (up to 10% condonation)

- (a) Director may, on account of proven medical, or any other compelling reasons beyond the control of the candidates (ie. Serious illness of his/her parent, demise of his/her parents or other immediate family members), condone the shortage of attendance by 10% at the maximum on the recommendations of the HOD/Coordinator. Such cases will be considered as Medical/Special leave and the corresponding attendance will be recorded by the office of the DSA upon submission of relevant supporting documents. For medical reasons, the student must submit medical certificates, discharge summary, fitness certificate and other relevant documents.

Category II: Industrial visits and study tours (counted as attendance)

- a) Attendance record of students for industrial and study visits arranged by departments should be maintained separately by the respective faculty incharge and submitted to respective department heads, along with their recommendations, within three working days after the visits. The maximum number of pre-approved periods to be permitted for this activity is limited to 5 working days per semester. Attendance for these days will be considered as OD and the corresponding attendance will be recorded by the office of the DSA upon submission of relevant supporting documents (a copy of the permission letter from the Industry and the Institution, geo-tagged photographs and the list of students along with their register numbers).

Category III: Academic and Institutional activities (limits apply)

- a) ***On Campus Activities:*** Attendance record of students for institutional activities such as special address, guest lectures, visits arranged centrally or by other departments, attendance of students called for demonstration/presentation of project/mini-project and club activity should be maintained separately by the respective faculty in-charge and submitted to respective department heads with their recommendation immediately after the event. Maximum number of pre-approved OD days to be permitted for this activity is limited to 7 working days per semester. Attendance for these days will be considered as OD and the corresponding attendance will be recorded by the respective HODs. The list of students granted on-campus OD must be submitted to the Office of the DSA on a weekly basis.
- b) ***Off-campus Activities:*** Pre-approved leaves for off-campus activities including extracurricular/co-curricular activities, NCC/NSS camps, inter-university/

intercollegiate competitions, Sports events, Workshops/ Seminars/ Conferences/ Symposium, shall be counted towards the students' attendance as on other-duty (OD). Students are required to obtain approval at least two to three working days in advance. The maximum number of pre-approved OD days permitted for this activity is limited to 10 working days per semester. Attendance for these days will be considered as OD and the corresponding attendance will be recorded by the office of the DSA upon submission of relevant supporting documents. The event-wise limits are detailed as follows:

S. No.	Category I (a): Level of event	Maximum OD permissible
1	Inter-College Events	3 days
2	University Events	5 days
3	State Level Events	7 days
4	National Level Events	10 days

- c) **Placement activity (off campus):** The maximum number of pre-approved OD days to be permitted for placement activity is limited to 10 working days per semester. Attendance for these days will be considered as OD and the corresponding attendance will be recorded by the office of the DSA upon submission of relevant supporting documents (placement offer letter, attendance from the organization).
- d) **Internship activity (off campus):** The maximum number of pre-approved OD days permitted for Internship activity is limited to 15 working days per semester. As a special case, if students are permitted for pre-approved period of more than 15 days of Internship, he or she has to maintain the bare minimum requirement of attendance (75%). Attendance for these days will be considered as OD and the corresponding attendance will be recorded by the office of the DSA upon submission of relevant supporting documents.

Note: The relaxation of attendance in category II(a), III(b), (c) and (d) and category is given at institute level with the permission of the DSA and Registrar / Pro Vice Chancellor (Academics).

8. Procedure for On-Duty (OD) Approval

Students must submit OD applications in advance with supporting documents. Post-event certificates and reports must be submitted within 3 working days. Students who participate in approved academic, co-curricular, extracurricular, or institutional activities outside the classroom may apply for OD to ensure that their attendance is properly recorded. The following procedure must be strictly followed.

- i. Students must submit the official OD Application Form (available in the Departmental Store/Institutional Portal) dully filled in.
- ii. The completed OD form must be submitted to the final approving authority mentioned in the Summary of Attendance Policy in advance, preferably at least 2-3 working days prior to the event/activity, along with the mandate attachments.
- iii. In case of unavoidable circumstances or urgent representation of the institution, the OD form must be submitted within 3 working days after returning from the activity, along with a justification.
- iv. Students must attach the following mandatory documents along with the OD form:
 - a) Internship Offer Letter from the organisation (*applicable only for OD requested for Internship*)
 - b) Event Invitation /Brochure/Circular
 - c) Registration Form/Selection Letter /Participation Confirmation
 - d) Travel approval, wherever applicable, including details of the accompanying faculty member(s) (*at least one female faculty member must accompany the students in case female students are involved*)
 - e) Parent Consent, either in the form of a consent letter or remarks by the faculty advisor/faculty coordinator

Post-Event Submission (Mandatory)

Within 3 working days after completion of the event, the student must submit:

- a) Participation or Winning Certificate (*applicable for extracurricular activities*)
- b) Internship Completion Certificate (*applicable for curricular and co-curricular activities*)
- c) Attendance Certificate
- d) Photographs of the event (*wherever applicable*)

- e) Report of the activity (*applicable for curricular and co-curricular activities, particularly for Internship/Industrial visits*).

Note: Failure to submit these documents may result in cancellation of OD approval.

The HOD shall be the sole authority responsible for verifying the authenticity of the documents (Internship Completion Certificates, Participation/Winning Certificates, Medical Certificates, Event Letters). The DSA will not process any request that has not been vetted and signed by the HOD. If a document is later found to be fake, the responsibility rests on the recommending HOD for failing to conduct due diligence. The office of DSA must reconcile approved ODs on the portal within 48 hours of HOD/DSA approval to avoid discrepancies in attendance records.

Important Conditions

1. OD will be granted only for officially approved activities representing the institution.
2. OD will not be granted for personal activities.
3. Students must ensure that academic responsibilities, assignments, and assessments are completed in consultation with faculty.
4. All the OD claims put together per student per semester cannot exceed 50% of the days worked per semester.

9. Responsibilities

Students must maintain attendance and submit documents. Faculty must record and verify attendance. Departments must monitor compliance. The DSA oversees implementation.

10. Actions and Appeals

The minimum attendance requirement, condonation limits and detention limits shall be governed by the regulations approved by the Academic Council and the Executive Council of the University in accordance with the guidelines of the University Grants Commission (UGC) and relevant statutory bodies.

Eligible, condonation and detained student lists will be published immediately after the last working day of the semester. The DSA shall entertain appeals for detention only if the student has a documented pre-existing trail of Level 2 or Level 3 counseling records maintained by

the department. Appeals must be submitted within two working days before the commencement of end-semester examination, providing valid reasons to substantiate the request. The verification of such reasons and the decision to take appropriate action shall be at the sole discretion of the concerned authorities. A maximum of two condonations shall be permitted during the entire duration of the academic programme. The department shall adhere to the SOP on student attendance and ensure that students do not claim "ignorance of attendance rules" after the final list is released.

11. Compliance and Disciplinary Measures

Misuse of attendance provisions or submission of false documents will result in strict disciplinary action.

12. Review and Amendments

This SOP will be periodically reviewed and updated as required.

13. Future attendance monitoring systems:

In future, the attendance recording shall be integrated with technologies such as Biometric/ID card scan code systems/ID card/ iris recognition systems.

Summary of Attendance Policy

S.No.	Category	Title	Policy	Final Approving Authority
1.	I (a)	Medical/Personal Emergencies	Maximum ceiling of attendance in this category is limited to 10%.	DSA
2.	II (a)	Industrial visits	Industrial visits/study tours organised by the department. Maximum number of pre-approved periods to be permitted for this activity is limited to 5 working days per semester.	DSA



2.	III (a)	On campus Activities: Centrally organized functions with mandatory attendance (Chairman/ Directors Address, Guest Lectures, special address, visits arranged centrally, attendance of students called for demonstration / presentation of project/mini-project and club activity)	Maximum number of pre-approved periods to be permitted for this activity is limited to 7 working days per semester	HOD
	III (b)	Off-campus Activities: Extracurricular/co-curricular, NCC/NSScamps/Inter-University/Intercollegiate competitions/Sports, Workshops/Seminars/Conferences / Symposium	Maximum number of pre-approved periods to be permitted for this activity is limited to 10 working days per semester.	DSA
	III (c)	Placement Activity (off campus)	Maximum number of pre-approved periods to be permitted for this activity is limited to 10 working days per semester.	DSA
	III (d)	Internship Activity (off campus)	Maximum number of pre-approved periods to be permitted for this activity is limited to 15 working days per semester.	DSA

STUDENT OTHER-DUTY (OD) APPLICATION FORM
(For Internship)

Name of Student	
Register Number	
Semester & Programme	
Department	
Email Id & Contact Number	

Internship Type	Industrial/Clinical/Research/NGO/Training
Organisation where Internship is planned*	
Internship duration (<i>Start date to end date</i>)	
Total number of days	

Undertaking by Student	
I hereby declare that the information provided above is true and correct. I agree to abide by the rules and regulations of the Organization and the University, and to follow the instructions of the faculty coordinator and the department. I will maintain proper discipline and conduct during the Internship. I understand that I will be personally responsible for any misconduct, indiscipline, or damage to property caused by me and that the Institution shall not be held responsible for any personal loss, injury, accident, or unforeseen incident during the Internship or related travel.	
(Name and Signature of Student)	



Recommendation by Faculty Advisor/Internship Supervisor: Put a tick mark (✓) against the relevant choice

i.	The student has no classroom courses to attend in this duration/ semester and his/her request to pursue internship is recommended and forwarded	
ii.	The student will continue to work on the classroom courses in remote mode while pursuing internship and his/her request to pursue internship is recommended and forwarded	
iii.	Consent of the parent obtained	
iv.	Not-recommended	

(Name & Signature of the Faculty Advisor)

Recommendation by HOD

Internship is recommended and forwarded

Date

(Name and Signature of HOD)

For Office Use

Approval by Director, Student Affairs

Internship is approved

Date

(Name and Signature of Director, Student Affairs)

**Attach a copy of the offer letter*

STUDENT OTHER-DUTY (OD) APPLICATION FORM

(For Participation in Extracurricular Activities)

Name of Student		
Register Number		
Semester & Programme		
Department		
Email Id & Contact number		

Type of Activity	Sports/ Cultural/ Technical/ Social/ NCC/ NSS/Others (specify)
Organizing Institute	
Date(s)	
Total number of OD days	
Nature of participation	Participant/Team member/Organizer/Volunteer

Undertaking by Student

I hereby declare that the information provided above is true and correct. I agree to abide by the rules and regulations of the Organization and the University, and to follow the instructions of the faculty coordinator and the department. I will maintain proper discipline and conduct during the event. I understand that I will be personally responsible for any misconduct, indiscipline, or property damage caused by me, and that the institution shall not be held responsible for any personal loss, injury, accident, or unforeseen incident during the event or related travel.

(Name and Signature of Student)



Recommendation by Event Coordinator: Put a tick mark (✓) against the relevant choice	
The above student is recommended to participate	
Consent letter of the parent obtained	
Not-recommended	
(Name & Signature of the event coordinator)	

Recommendation by Faculty Advisor: Put a tick mark (✓) against the relevant choice	
The above student is recommended to participate	
Consent of the parent obtained	
Not-recommended	
(Name & Signature of the faculty advisor)	

Recommendation by HOD	
Recommended and forwarded	
(Name and Signature of HOD with date)	

For Office Use

Approval by Director, Student Affairs	
Approved	
(Name and Signature of Director, Student Affairs)	

Mandatory Attachments

Students must attach the following documents:

1. Event Invitation/Brochure/Circular
2. Registration Form/Selection Letter / Participation Confirmation
3. Travel approval, including details of the accompanying faculty member(s) (*at least one female faculty member must accompany the students in case female students are involved*)

Post-Event Submission (Mandatory)

Within three working days after completion of the event, the student must submit:

1. Participation or Winning Certificate/Proof
2. Photographs of the event (if applicable)

Note: Failure to submit these documents may result in cancellation of OD approval.

Kumaracoil – 629 180
16-4-2026




(Dr.P. Thirumalvalavan)
Registrar

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