

STUDENT ATTENDANCE POLICY

INTRODUCTION

The Loyola academy believes that student success is promoted by regular attendance and participation in class. It is the responsibility of the faculty member to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery. This document sets out the Loyola academy's policy and expectations with regard to student attendance, attendance monitoring and absence from study.

ATTENDANCE POLICY:

Staff members must take attendance within first 5 minutes of starting the period.

Latecomers shall not attend that particular hour instead they can sit in the library and do some useful work.

Teachers are advised to refrain from awarding punishments like:

Dismissal from the class rooms, making them stand in the class rooms etc.

Trouble makers in the class rooms must be reported to the HOD/Principal for further action.

Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library.

Faculty members must report such cases to HOD. For every 15 days attendance is monitored by H.O.D. if it is below 75% an undertaking from students and parents should be taken.

If any student is irregular then HOD/Class mentor should take responsibility to intimate parents and students by taking undertaking.

If any student is found irregular and having more backlogs, finds if he/she indisciplined, then institution having right to issue T.C. or suitable punishment.

However, HOD should identify the list of the detained students before one month of closing instructional day of semester.

ACTION AGAINST LATE COMING STUDENTS:

Students are not allowed to the classes if they are coming late however they are allowed into the departments, separate class work will be planned for them. If they are regularly late HOD/Class mentor should identify such students and appropriate punishment imposed on them. Students are not permitted to visit the canteen or sports grounds during class timings. Parents of such students shall be intimated about the absence of their wards during class hours.

Prearranged Appointments - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the College.

Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the Parent must notify the College and provide documentation for the absence.

INDISCIPLINE – PUNISHMENT:

Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline. Following punishments are to be awarded to students indulging in indiscipline activities.

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S.No.	Offence	Punishment	Authority to Award
1.	Ragging	As per Govt. Orders	College Discipline Committee
2.	Disturbing the class by making noise (use of cell)	Forfeiture of attendance for one day	Any faculty member
3.	Copying in External Examinations	As per Osmania University norms	Malpractice prevention committee.
4.	Copying in Internal Examinations	Cancellation performance in all subjects held till that day	Malpractice prevention committee.
5.	Damages to the Institute's property	Recovery of damages from the concerned student(s) / class	HOD/Principal

VIOLATION OF DRESS CODE – CONFISCATING ID CARDS:

It is Mandatory for students to display ID cards at all times when they are in campus otherwise they will be sent out of the campus immediately.

PROHIBITION OF CELL PHONES:

Usage of cell phones with cameras is strictly prohibited in the campus. Such cell phones if found during random check-up will be confiscated.

Students must surrender their cell phones to the invigilators during Internal / External examinations. Cell phones found in person during examinations shall be confiscated and possession of cell phone shall be treated as malpractice in the examination. Students using the cell phones during regular class hours (including sending SMS) will be suspended for one week. Cell phones will be confiscated for one semester in such cases.