



PITHAPUR RAJAH'S GOVERNMENT COLLEGE [A]:: KAKINADA
STUDENTS' ATTENDANCE WING
CIRCULAR

Rc. No.1/ Atten.stud/ Sem I,III,VI/ 2022

ATTENDANCE POLICY OF THE COLLEGE FOR STUDENTS

Dt. 7 March 2022

All the I, III and VI semester students are hereby informed that

- Every students shall put up a minimum attendance of 75% during the 90 day working days of the semester to get scholarships (Jagananna Vidyaa Deevena and Jaganna Vasathi Deevena) and other monitory benefits.
- Every student shall put up a minimum attendance of 75% in theory classes and 90% in practical sessions to be eligible for appearing for examinations without any condonation.
- The students in the attendance range between 59.9% and 74.9% will have to pay prescribed condonation fee to the college to get eligibility for appearing for the examinations.
- No student will be given hall tickets if he/she falls short of 60% of attendance in whatsoever condition.
- If the student falls short of 60% of attendance before the mid-term examinations, he/ she will not be permitted to appear for the mid-term examination.
- If any student falls short of 60% of attendance before the payment of examination fee, he/she will not be allowed to pay the examination fees.
- If any student of a class falls short of 75% of attendance, the respective proctor of the class issue two notices - one, after the lapse of first month of commencement of instruction and another one after the lapse of second month and summon student and his parents. They shall appear before the proctor and attendance committee. If the student(s) doesn't turn up to the college and put up a minimum of 60%, the student(s) will not be allowed to appear for the mid-term examination fees, nor permitted to pay the examination and nor allowed to appear for examination. The hall-tickets of such candidates will not be issued.
- Students who go for medical treatment shall inform the same in advance to the attendance committee through concerned HoD. They shall submit genuine medical certificate after discharge from the hospital. The attendance committee will decide the eligibility for examinations or payment of fees basing on the genuineness of the case.
- The students shall attend all periods. The Full day attendance will be given if the students attend all the classes in both morning and afternoon sessions. If the students attend only either morning or afternoon sessions, only half day attendance will be given. Further, the students shall attend all classes of the session to claim full attendance for that session, i.e., morning or afternoon session.
- Students, who want to leave the campus for various purposes in between 10:00 AM and 5:00 PM, shall take the written permission from the concerned proctor and show it to the security guard only after which he/ she will be given permission to leave the campus.
- Exerting pressure through external persons for attendance and for issuing hall tickets will render the student liable for action by the college.



The college will stick on to the above provisions scrupulously. Hence students are advised to attend college regularly and put up a minimum attendance of 75% in theory sessions and 90% in practical sessions to avoid last minute problems and any penal action.


PRINCIPAL
P.R. Govt. College (A)
KAKINADA

Coordinator
Attendance committee

Controller of Examinations PRINCIPAL



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STUDENTS' ATTENDANCE WING
CIRCULAR

Rc. No.1/ fac.DC/ 2022

DRESS CODE POLICY OF THE COLLEGE FOR FACULTY

Dt. 7 March 2022

PREAMBLE:

The dress of a lecturer is not just a wearing, it influences the students' learning and their attitudes. The outlook of teacher creates a learning impression into the minds of students. It imposes a very positive expectation subjective to the likeliness and behavior pattern of the students. Further, the professional dress is positively perceived by the students. It shows the competency and personality of the lecturer. It influences the perceptions of students and that of all stakeholders too including parents and outsiders. The positive impression about the teacher basing on the dress wore, ultimately imposes a positive atmosphere of learning toward the students' mind. Besides, the dress lays role-playing foundation into the minds of students.

Hence,

- All faculty members should follow the following dress regulations as the occasion demands.
- They should attend the college neatly dressed up formally.
- Men faculty members should tuck shirt inside trousers and wear shoes.
- The women faculty members should wear sari invariably and engage classes.
- Attending college in Jean pants & T-Shirts are not allowed.
- If they wish exemption from attending saree on certain occasions such as taking part in sports and games, etc., they shall get the permission of the Principal for the same.
- All faculty members should wear their identity badges every day while inside the college premises.
- **No faculty member shall engage classes without the dress code prescribed.**

The Heads of the Departments shall ensure the above provisions scrupulously and comply with.


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P.R. Govt. College (A)
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To all HoDs for circulation among respective faculty members.



PITHAPUR RAJAH'S GOVERNMENT COLLEGE [A]:: KAKINADA
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Rc. No.1/ Atten.Mgmt// 2022

INTEGRATED STUDENT-ATTENDANCE MANAGEMENT
STANDARD OPERATING PROCEDURE [SOP] FOR FACULTY MEMBERS

Dt. 8 March 2022

PREAMBLE:

. Student attendance and their achievements are very closely related to each other. Attendance of students is an indicator of students' active participation in the teaching-learning process. It's a precursor to the developing intellectual curiosity, innovative and creative tendencies besides enabling optimum utilization of existing learning resources of the institution - both human and physical. It develops team work and leadership skills. It improves his/ her prospects in securing knowledge, developing skills and develop positive attitude culminating in improved **performance**. A student with consistent attendance history has more chances of getting equipped with competencies expected of a student pursuing higher education.

All the Heads of the Department including faculty members are requested to follow the following Standard Operating Procedure for maintaining students' attendance invariably.

• **Role of the Admissions section of the Office:**

The class-wise and programme - wise attendance registers shall be supplied to the respective class - proctors/mentors through departmental Heads one day before the commencement of the instruction for the semester by the office's admissions wing after deleting names of students who did not pay fees, taken transfer certificates, drop outs, etc., and finalize the number of students for each class. The print outs of the students on rolls shall be pasted in the respective attendance registers and be supplied to the respective proctors with acknowledgement.

- The respective proctors shall take possession of the attendance registers and ensure that all the details are consummate with the students allotted.
- The proctors shall convene a meeting with all the respective course-wise lecturers and explain the procedure to be followed for posting attendance daily in the attendance registers.
- Each faculty member will be supplied with a pocket-sized printed attendance book for noting down the number of absentees / students present in the class.
- The respective lecturer shall take the attendance of students in the pocket-size attendance note book for both theory and practical sessions before starting the instruction in each class. In no case, the faculty member shall not leave the class without taking the students' attendance.
- In no case, class representative of the class or any other students shall take attendance of their fellow class mates on the behalf of the faculty members.
- All the faculty members of a particular class shall post the students' attendance in the respective attendance register available with the class proctor by 5 PM every day and affix signature in the respective columns.

• **Establishment of Students' Attendance Monitoring Wings [SAMWs]**

The Head of the Department shall establish Students' Attendance Monitoring Wings [SAMW] with one faculty as its monitoring officer and another lecturer as member with a



mandate of closely monitoring the attendance of students to all the departmental classes, performance and participation in the departmental activities, results, etc., and take necessary steps for regular and active participation of all students in the teaching learning process of the department.

The Superintendent of the office shall establish students' Attendance Monitoring Wing in the college under one Junior Assistant as its head and one record Assistant as member. Their mandate is to get the details of those students absent on the day, record it, inform the parents through messaging, contact the respective parents and seek reasons for their absence and keep record of the details. The wing shall collect the monthly consolidated attendance data from the respective proctors and submit it to the Principal and scholarships section by 3rd day of the month. They shall track the biometric attendance of irregular students and tally it with the attendance submitted by the proctors.

- The proctors shall submit the list of absentees along with the contact numbers of parents to the students' attendance monitoring wing established in the office by 12:00 Noon everyday.
- The attendance monitoring section will inform the parents of those students who are absent for the day by 1:00 P.M through messages or through phone calls.
- The proctor shall monitor the attendance of each student on daily basis. The timings of entering into college and leaving the college shall be focused upon through biometric attendance. The credentials of biometric attendance are: User ID: eapr68; Pass word: xxx
- **Every Head of the Department shall invariably monitor their respective students' attendance through Biometric attendance portal (eapr68 &) and focus on attendance of irregular students. They shall convene a meeting once in fortnight with the respective class proctors and discuss various measures to ensure that the students' attendance improves.**
- **Heads of the departments and the respective class proctors shall convene a meeting with the irregular students and their parents (if required) once in a fortnight (one class a day) and counsel them and ensure their regular attendance and record the minutes of such meetings.**
- Faculty members shall not allow the late coming students disturb the class through out the hour and deteriorate the quality of teaching learning process. Students shall be allowed upto 10:15 A.M only in to the class. No student seeking permission after 10:15 AM, will be allowed into the class by the respective faculty members handling first hours of instruction for the day. Beyond 10:15 A.M, they shall be guided to LCD hall 2 where instruction will be offered in employability skill related topics. Further, faculty members shall be in time to the classes. They shall be at the respective class room atleast 5 minutes before the commencement of the class.
- The faculty members shall ensure that respective class students take seat in the class and get ready for receiving instruction even before the arrival of the faculty member into the class. In no case, the student (s) of the class roam in the campus skipping the classes. Such students vitiate the academic atmosphere in the class. Respective Proctors, Heads of the Department and faculty members will be responsible if their students roam in the campus skipping the classes.
- Every faculty member shall focus keen attention on the attendance of the students in their respective classes. If a students gets absent on a particular day, he/ she shall be called for explanation the other day he / she attends in the class. Students shall be instructed to take prior permission from the respective proctor if he/ she wants to take leave.
- Each proctor shall be in contact with parents of their respective students (wards) and share the attendance or performance of the students with them once every week.
- Proctors shall convene a meeting with irregular students every fortnight and inform their attendance percentage and counsel them about the importance of education, need for attending regularly to the classes and consequences if fall short of 75% attendance. And the respective counseling minutes shall be recorded in the counseling register.
- The faculty members shall ensure that all 100% students attend their respective classes every day. They shall request those who are very irregular or skipping classes upon entering



- The Proctor shall see that all students attend their respective classes regularly. They shall see that a weekly average of about 80% students attend their classes. Proctors shall seek explanation on the day of their turn up the class from those who get absent themselves the previous day (s).
- Explanation will be called from those faculty members if the monthly average students' attendance falls below a minimum of 75%.
- **Faculty incentivization:**
Faculty who attains highest semester students attendance percentage of 80 and above will be incentivized with a medal, Rs. 2000 cash prize, and a certificate.
- **Student incentivization:**
Students who put up an average semester - attendance of 85 % and above will be exempted from paying SEE examination fees for the semester. Further, they will be awarded a cash prize of Rs.2000/- for the month. They and their parents will be felicitated in the annual college day celebrations.
- Every proctor shall consolidate the students' attendance at the end of every month and submit the soft copy to the Students' Attendance Monitoring Wing of the office by 5:00 P.M on 1st day of every month to the email ID: samw.prgca@prgc.ac.in.. In no case, students will be roped in to consolidate the attendance. The same attendance will be uploaded into the Jnanabhoomi portal for JVD schemes.
- The students' attendance registers shall never be given to the students. If the register is lost, the proctor shall take the responsibility and disciplinary action will be initiated.