

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC/Acad.P01/008/2020*

Category: Student Affairs

Content: Attendance


Effective Date: *01.08.2020*

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Signed by:

  
Director

  
Dean Emeritus

  
Principal



## **Attendance Policy**

### **Statement of Purpose**

The institution believes in the principle of responsible behaviour and committed learning from the students.

### **Policy**

Attending all the classes is mandatory. Students shall come prepared and on time for all the teaching-learning sessions. Students shall remain in the hospital / wards / OPDs / OT / Casualty as directed by the supervisory Clinical Departments for the entire period of clinical posting. Students shall remain in the laboratories until the supervising faculty members permit exit.

If a student remains absent from the classes due to illness, family emergency, duty leave or any other unavoidable circumstances, student shall submit leave letter, stating the reason of absence with attached evidence where possible (treating Doctor's certificate in case of illness, attendance certificate in case of duty leave, etc.). The student shall get the leave application duly signed by the Principal, and hand over a copy of the leave application with Principal's remarks to Heads of each Department, whose classes were missed. In case of duty leave, prior sanction from the Principal and prior intimation to the departments is mandatory.

Attendance is mandatory for all the examinations. If a student remains absent from any examination due to illness, family emergency, duty leave or any other unavoidable circumstances, in addition to submitting the leave letter, the student shall also contact the department for make-up examination not later than three working days after the announcement of results or announcement of the date of make-up examination.

Students shall be responsible for maintaining a minimum attendance of 75% in theory classes and a minimum attendance of 80% in practical or clinical sessions in all the subjects / courses in an academic year to be eligible to take University examinations.

Student shall be responsible for making up any work missed during absence.

A student may be granted condonation under the discretion of Principal, based on the regulations of Kerala University of Health Sciences, if he/she has less than the required attendance but more than 70% attendance in both theory and practical / clinical sessions, if he / she has approved reason for absence.

The approved reasons for condonation are illness (as evidenced by the submitted medical certificate), family emergencies, maternity leave or natural calamities.

A student not having the required percentage of attendance despite all the measures, shall be withheld from attending the University Examination. He / she shall be eligible only after attending the classes in the next semester before the next University examination.

If a course / subject is taught over more than one academic year, (e.g., general medicine is taught during Phase II, Phase III part I and Phase III Part II), then, obtaining 75% attendance separately in each academic year is mandatory.

All the faculty members shall take the attendance at the end of each session and a record is maintained in the department that is up to date.

Absence of any student for more than three consecutive days shall be notified to the parents through telephone/email.

Monthly report of the student's attendance shall be sent to the parents by the secretaries of the Department.

**Applies to:**

All the undergraduate and postgraduate students of the institution.  
All the faculty members and Secretaries for the Department.