



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA
NAAC ACCREDITED
AFFILIATED TO WEST BENGAL STATE UNIVERSITY
RECOGNISED BY THE UGC UNDER 2(F) AND 12B

POLICY DOCUMENTS ON
Attendance

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2022

POLICY STATEMENT REGARDING ATTENDANCE

Student Attendance Policy

1.0 Purpose

The purpose of this policy is to define the system used to determine that all courses which have minimum attendance requirements have clear policies and procedures in place for recording student attendance and addressing the issue of students who are not meeting course attendance.

2.0 Policy

2.1 All students attending must meet the attendance requirements as set out in the Course Outline/Programme Outline for the programme in which the student is enrolled.

2.1.1 “Attendance” in face-to-face and blended mode of delivery is the punctual arrival, active participation and engagement in class activities.

2.1.2 “Attendance” in an online mode of delivery is the completion of set asynchronous tasks and punctual and engaged participation in all scheduled learning activities.

2.2 Students may be absent from time to time for legitimate reasons.

2.2.1 Students who are unable to attend a face-to-face class for any genuine medical or personal reason, e.g. bereavement, should notify the teacher at the earliest possible opportunity. If absent from class students must provide a certificate from a registered medical practitioner.

2.2.2 Students who are unable to attend scheduled online activities for any genuine or personal reason must advise their tutor in writing (i.e. a formal e-mail). Students must provide documentary evidence for the basis of leave for prolonged absence or a lack of online activity.

2.3 Students may apply to their Tutor/Teacher for „approved leave“ for extended absences due to medical or personal reasons. Applications for approved leave due to medical reasons must be accompanied by a medical certificate.

3.0 Procedure

3.1 Tutors/Teachers will record attendance for face-to-face and blended classes daily, within 30 minutes of the class start time. If a class has a break of 30 minutes or more attendance will be taken again after the break. Tutors/Teachers will record any notes relating to individual student attendance in the relevant SMS.

Employee Attendance Policy

Overview of attendance policy

1.1 The employees of BHKM are expected to be present for work, on time, every day they are scheduled. Regular attendance and punctuality are crucial in order to keep BHKM operating effectively and efficiently. Arriving late, arriving tardy, or absences can cause disruptions. Our employee attendance policy clearly outlines what our expectations are regarding our employees“ coming to work.

1.2 A register attendance is to be maintained separately for permanent teacher and another for SACT teachers. A register attendance for non-teaching staff is to be maintained.

1.3 A separate register is to be maintained for tracking and calculating Child Care Leave and Extra-ordinary Leave. This needs to be updated quarterly, i.e. every three months

1.4. Reporting absence

Employees must report an absence by calling their direct Principal and they must report each day when they are absent.

1.5. Differences in absenteeism and tardiness: Absenteeism is the frequent absence of an employee from their job responsibilities. Such as frequently not coming to work or not providing a doctor's note when taking excessive sick leave. Presenteeism is when one is at work beyond his/her scheduled hours, even when the college does not require overtime. This will cause the employee to be overworked and will negatively impact productivity and job satisfaction. BHKM wants its employees to follow their schedule when arriving and leaving.

1.6 Tardiness is when an employee comes in late, takes longer breaks than entitled to and constantly leaves work early without a reason. The authorities at BHKM do not mind arriving a little late one morning or leaving a little early, like on a Friday. However, it wants to follow the set schedule and to avoid causing disruption in the workplace.

2.1. Failing to clock in and clock out

All employees are required to clock in and clock out for each shift. If employees have a problem recording a clock in or clock out time, they are required to inform the principal immediately.

2.3. Unforeseen absences

- Notify Principal as soon as possible if you cannot come to work and if Principal is not answering, contact the office. If you have an unexcused or unreported absence for longer than three days, it has to be notified.

- Inform the Principal, BKM if you need to leave work early, for example, you have a doctor's appointment or you have teacher-parent conferences. There are circumstances where one will understand the employee's being absent, even if he/she didn't report it. These reasons usually will involve a serious accident or a family medical emergency. The employee's absence will be excused in these instances. The following listed below are some examples of what we do consider an excused absence:

- Traffic or public transportation delays, this excludes situations that resulted in closing of roads.
- Bad weather, this excludes extreme weather conditions such as, heavy rains, loos and floods.
- Death in the family
- Parent's illness
- Unforseen accidents and illness of the employee

3.1. What is good attendance?

- Consistently reporting to work.
- Arriving to work at the scheduled shift start time.
- Leaving work at the scheduled end time
- Remaining at work during working hours (excluding breaks.)
- Taking lunch or breaks that don't exceed the expected length.
- Notifying their Principal when needing to be absent or late.
- Being absent or late with good reasons only.

3.2 Responsibility of the Principal: It is the duty of the Principal to monitor his/her employee's attendance. If an employee is consistently breaking the employee attendance policy, the Principal need to schedule a meeting to discuss the actions. In the meeting, ask the employee is they are having issues with the schedule or if they need help creating a work-life balance.