

Report on Attendance Cell - Academic Year 2022-23

The Attendance Cell of Bharata Mata College Thrikkakara plays a crucial role in monitoring and ensuring the attendance of students. The college follows strict guidelines regarding attendance, and it is mandatory for students to maintain a minimum of 75% attendance to be eligible to write the university examinations.

Attendance Committee members:

1. Dr. Lakshmi C (Mathematics)
2. Ms. Soumya Varghese (Finance & Taxation)
3. Ms. Baby Reena (Computer Application)

Attendance Policy:

- Students are required to maintain an overall minimum of 75% attendance to be eligible to appear for the university examinations.
- Attendance is recorded for each lecture, tutorial, practical session, and other college events.
- Attendance is taken into consideration from the first day of the academic session until the last working day of each semester.
- The college maintains a stringent approach towards attendance, and regular monitoring is carried out by the Attendance Cell to ensure compliance with the attendance policy.
- Monthly attendance reports and notifications are sent to students and parents to keep them updated on attendance status.
- Students who do not meet the minimum attendance requirement are required to sign a declaration form, stating that they are aware of their attendance status and the consequences of not meeting the minimum attendance criteria. By signing this form, students acknowledge their responsibility for their attendance and are informed about their eligibility to write the university examinations.

Condonation/Deregistering Process:

- Students who have attendance falling short by up to 10 days from the required number of days are given the opportunity to apply for condonation.
- Condonation is considered only under valid medical grounds, supported by appropriate medical certificates from authorized medical practitioners.
- Students who do not meet the attendance criteria or are not eligible for condonation are rolled out from the respective courses. Such students are not permitted to continue the course any further.
- Students who do not meet the attendance criteria or are not eligible for condonation are deregistered from the respective subjects/courses. Such students are not permitted to continue the course any further.

Working day details for the academic year 2022

Semester	Span	No of working days
1	Nov 10 th –January 13 th , 2023	66
3	June 1 st – November 17 th , 2023	91
5	June 1 st – November 20 th , 2023	73
2	January 16 th -March 31 st	47
4	Nov 21 st –Dec 23 rd and January 3 rd – March 31 st	76
6	Nov 18 th – Dec 23 rd and January 3 rd – March 31 st	77

No. of students applied for condonation department wise

Department	Semester						Total
	S1	S2	S3	S4	S5	S6	
Botany	0	0	1	0	1	0	2
Chemistry	0	0	1	0	1	0	2
Commerce (aided)	0	0	0	2	6	2	10
Computer Science	0	0	0	0	0	0	0
Economics	0	10	10	6	6	0	32
English	0	3	0	0	4	0	7
Malayalam	0	0	0	0	0	0	0
Mathematics	0	0	2	3	5	0	10
Physics	0	0	0	1	6	0	7
Zoology	0	0	0	0	2	1	3
B.Com F&T	0	1	0	0	0	0	1
B.Com Comp Apln	0	4	0	5	26	0	35
BBA	1	4	0	19	24	0	48
B.Com T&T	3	3	1	7	12	3	29
B.Com Marketing	0	8	1	17	17	2	45

No. of students deregistered department wise

Department	Semester						Total
	S1	S2	S3	S4	S5	S6	
Mathematics	0	0	0	0	3	0	3
B.Com CA	0	0	0	0	2	0	2
B.Com T&T	0	0	0	1	3	0	4
B.Com Marketir	0	0	0	6	2	0	8

Conclusion

The Attendance Cell at Bharata Mata College Thrikkakara plays a vital role in ensuring the academic progress of students by closely monitoring attendance and adherence to the attendance policy. The strictness of the attendance policy encourages students to prioritize their studies and maintain regular attendance. Through the condonation process, the college provides a chance for students with valid reasons to overcome attendance challenges on medical grounds. Overall, the attendance cell contributes significantly to maintaining academic discipline and excellence within the college.