NIET Business School, Greater Noida

ATTENDANCE POLICY FOR STUDENTS

Academic Year 2025–26

Dated : 8th May 2025

1. Purpose and Applicability

In the interest of maintaining academic discipline, ensuring consistent student engagement, and complying with applicable AICTE norms and institutional standards, this Attendance Policy shall be applicable to all students enrolled in the above undergraduate and postgraduate programmes at NIET Business School, Greater Noida.

2. Minimum Attendance Requirement

- Every student shall maintain a minimum of 75% attendance in each theory and practical subject individually, so that overall attendance remains above 75%.
- Students failing to meet the required 75% attendance shall not be permitted to appear in the Mid term Examination and End-Trimester Examination, subject to the applicable provisions of the policy.

3. General Attendance Rules

- Attendance shall be counted from the commencement of theTrimester up to the last academic day preceding the Mid terml Examination and End-Trimester Examination as specified in the Academic Calendar.
- Every student shall submit the prescribed attendance undertaking/affidavit (Annexure 1) to the Class Mentor during registration at the beginning of every Trimester.

4. Categories of Attendance and Weightage

S. No.	Category	Description	Weightage	Approval / Responsibility
1	Regular Attendance	Attendance in Classes / Labs	100%	Subject Teacher
2	Normal	Participation in Seminar / Workshop / Guest Lecture etc. through respective departments	100%	Subject Teacher
3	Remedial	Remedial classes as per group created.	100%	Subject Teacher
4	Mid termExamination	Students present during Mid term Examination	100%	Subject Teacher
5	Event / Technical Events	Participation in any event or representing NIET Business School in events	100%	Class Mentors after approval from Head-PGP

		where learning takes place		
6	Severe Medical / Genuine Reasons	Severe medical cases or reasons beyond the control of students through approved OD	15%*	Class Mentor after recommendation of Head-PGP and approval of Institute-level Committee
7	Curricular / Co-curricular Activities	Participation with prior permission through OD	Minimum attendance criterion remains 75%	Coordinator SW
8	Placement Activities	Placement / Paid Internship activities for final-year students	100%	Placement Coordinator after approval from Director Placement

*Special medical/genuine cases shall be governed by the provisions relating to shortage of attendance and approval requirements under this policy.

5. Procedure for OD / Non-Academic Attendance

- Students eligible for attendance consideration under the applicable categories shall obtain prior permission from the Head-PGP.
- Students shall apply for OD online through ERP using the student Dashboard/Mobile App.
- After attending the event, students shall upload the completion certificate/proof as required by the nature of attendance.
- Genuine cases falling within the policy shall be approved online by the Head-PGP
- Head-PGP shall not permit participation in clubs/activities for event attendance where the student has a Mid term average below 40%, attendance below 75%, and any backlog.

6. Attendance Monitoring and Reporting

- Director may constitute an Attendance Monitoring Cell to monitor cases of short attendance and coordinate communication with students and parents.
- Attendance shall be recorded daily in the same lecture through the prescribed Mobile App, Face Recognition or Biometric System and shall be monitored weekly by Head-PGP.
- Faculty members shall inform the Class Mentor when a student remains absent continuously for three days.
- The Class Mentor shall contact the student and, where required, the parent/guardian regarding absence and the consequences of short attendance.
- Fortnightly attendance summaries shall be displayed on the Notice Board and shared with students for acknowledgement; parents may be informed through ERP/e-mail or other official communication channels.
- If a student does not report within three days from commencement of the Trimester, the Class Mentor shall contact the student and an official e-mail and registered letter shall be sent to the parent/guardian on the fourth day.

- Head-PGP shall take necessary measures to ensure zero detainees before the Mid terml and End-Trimester Examinations.

7. Shortage of Attendance

- Students are encouraged to attend 100% of classes as per the prescribed timetable.
- Attendance may be condoned up to 25% on medical grounds, other genuine reasons beyond the student's control, or approved curricular/co-curricular activities; however, the student must have at least 75% attendance for eligibility.
- Shortage arising from genuine hospitalization, unforeseen emergencies, or severe medical cases may be considered up to 15% by the Director, subject to submission of supporting documents within seven working days of absence.
- It shall be mandatory to complete at least 60% attendance to be considered for such approval.

8. Special Cases

- Students representing NIET Business School in national or international academic, sports, cultural or similar events may be considered for attendance exemption, subject to prior approval and submission of supporting proof to the Director.

9. Consequences of Non-Compliance

- Students falling short of the required attendance without valid reasons shall be deemed ineligible for the internal Mid term Examination and End-Trimester Examination.
- Repeated defaulters may be issued disciplinary warnings.
- Students may not be permitted to participate in co-curricular, extracurricular or placement-related activities until the required attendance compliance is ensured.

10. Responsibilities of Faculty

- Faculty members shall maintain accurate attendance records and upload attendance in the same lecture.
- Faculty members shall notify the respective Class Mentor and Head-PGP about students showing irregular attendance.

11. Student Feedback Eligibility

It is expected that students attend 100% of classes. Where absence is due to reasons permitted under this policy and appropriate permission has been obtained, students may continue to participate in institutional processes subject to the applicable rules. Students whose attendance is below 60% shall not be allowed to provide faculty feedback.

12. Attendance Marks

Students are encouraged to maintain 100% attendance. Attendance marks shall be awarded in accordance with the scale defined by the Institute/Programme.

13. Detainee Identification and Communication

- A student with attendance below 75% may be detained from the Mid term and/or End-Trimester Examination, as applicable.
- The detainee list shall be generated from ERP by the COE Office three days before the examination. For example, if the examination starts on Monday, attendance shall be considered up to Thursday and the detainee list shall be published on Friday.
- The detainee list shall be circulated among students .
- A summary of detainee students shall be forwarded by the COE to the Director and Head-PGP at least two days before the examination.

14. Policy for Detained Students

The objective of this provision is to support students and reduce academic loss in exceptional circumstances, in alignment with the intent of NEP 2020, while maintaining the attendance requirements prescribed by the applicable examination ordinance.

- Detention shall be governed by the attendance clause of the applicable examination ordinance and by non-submission of the prescribed examination fee, wherever applicable.
- Special Winter/Summer Classes may be conducted for detained students after intimation of detention, enabling eligible students to make up the required attendance and academic engagement.
- A student may avail this special scheme only once during the entire course duration.
- Students registering for the Special Winter/Summer School shall pay an additional fee of ₹500 per period, subject to a maximum of 40 lectures per subject.

Fee calculation: Total Fee (TF) = (Maximum number of lectures required for examination eligibility (X) – Lectures attended by the detained student (Y)) × ₹500; therefore, TF = (X – Y) × ₹500.

- 100% attendance in the Special Winter/Summer Classes shall be mandatory for the concerned students.
- Students fulfilling the prescribed fee and attendance requirements in the Winter/Summer School shall be eligible to appear in the Carry Over Examination (COP).
- All internal assessment marks for the concerned Trimester shall become null and void, and fresh internal assessment shall be conducted for such students.
- Eligibility for promotion to the next Trimester/year shall be governed by the applicable examination ordinance.
- Detained students shall pay the prescribed examination fee of ₹1,800 per paper.

15. Effective Date and Review

This Attendance Policy shall be effective from the Academic Year 2025–26 and shall remain binding unless and until officially revised or superseded by the competent authority.

Dr. Arun Kumar Singh
Director
NIET Business School,
Greater Noida

Director
NIET Business School
Greater Noida