

REVISED POLICY

IQAC Document No: 1/AP/IQAC/2025-26

SHRI BINZANI COLLEGE CITY (AUTONOMOUS)

Umrer Road, Nagpur

ATTENDANCE POLICY

(Aligned with UGC Regulations & NEP 2020)

Effective from the Academic Session 2025–26

1. Preamble

As an autonomous UG & PG Arts, Commerce & Management College committed to access, equity, and academic excellence, the institution recognizes that a substantial number of admitted students belong to socio-economically underprivileged backgrounds. Many students undertake employment to support their families; some are sole earning members, orphans, or dependents on relatives.

In exercise of academic autonomy and in alignment with UGC flexibility and NEP 2020's emphasis on multidisciplinary, skill-based, and experiential learning, the College adopts a **Flexible Attendance & Blended Learning Model with Academic Accountability**.

The policy aims at balancing:

1. Academic discipline
2. Digital and experiential flexibility
3. Skill development
4. Scholarship compliance
5. Social justice and inclusion

2. Foundational Principles

1. Learning is not confined to physical classrooms.
2. Attendance must reflect meaningful academic engagement.
3. Flexibility must coexist with accountability.
4. A minimum academic participation floor must always be preserved.

3. Attendance Framework:

Considering the need for flexibility, the institution proposed the constitution of an Attendance Monitoring Committee which will draft & revise policies related to Attendance, Monitoring & Compliance on a regular basis. Based on this, the committee has proposed the following components:

Component	Standard Category	Concession Category (Approved Cases Only)
Physical Classroom Engagement	Minimum 55%	Minimum 45% (Mandatory Floor under Approved Concession)
Structured Online Learning (Google Classroom / Videos / MOOCs)	Up to 25%	Up to 30%
Experiential / Off-Campus Learning (Internship, NSS, Field Work, Outreach, Research, etc.)	Up to 20%	Up to 25%
Total Academic Engagement	100%	100%

Important Clarifications

1. Overall required attendance will remain minimum 75% per course per semester.
2. Condonation may be granted only if minimum 55% Physical Attendance per course per semester is maintained.
3. Under Concession Category, physical attendance may be reduced to 45% only upon formal approval by the Attendance Monitoring Committee.
4. Online + Experiential components combined shall not exceed **55%** under Concession Category.
5. All digital and experiential components must include structured academic assessment, completed within prescribed timelines. Minimum 50% performance benchmark should be achieved. The details should be properly documented and verifiable
6. Passive login or mere platform access shall not qualify.

4. Blended Learning Recognition

To support working and economically vulnerable students, structured digital learning shall be recognized within prescribed limits.

4.1 Eligible Digital Modes

- a. Google Classroom structured modules
- b. Recorded lectures uploaded by faculty
- c. Online quizzes and assignments
- d. Digital project submissions
- e. Faculty-approved online courses (SWAYAM / NPTEL)

4.2 Conditions for Recognition: Online learning shall be counted only if:

- a. It includes a structured academic component.
- b. Completion occurs within the prescribed deadline.
- c. Minimum 50% performance benchmark is achieved.
- d. Engagement is verifiable through platform analytics.
- e. Passive login or mere viewing shall not qualify.

4.3 Substitution Limit

Online and experiential engagement together shall not exceed 45% of total academic engagement for regular students & 55% for students those who have availed concession. Under no circumstances shall physical attendance fall below 55% for regular students.

5. Structured Condonation Framework

Students with attendance between 45% and 74% may apply for condonation.

5.1 Eligible Grounds

- a. Employment for livelihood support
- b. Sole earning member status
- c. Orphan / single-parent dependent
- d. Certified low-income working student
- e. Chronic hardship
- f. Medical grounds
- g. Participation in approved institutional activities (NSS& NCC Activities and Camps, Study Tours, Industrial Visits, Institutional Visits, Cultural & Sports Competitions, Research Projects, Field Surveys, Outreach Programs, Apprenticeships, Startup Incubation, etc.)

5.2 Mandatory Conditions: Condonation shall be granted only if:

- a. Minimum 55% physical attendance is maintained by regular students & 45% by concession students .
- b. Minimum 50% marks in internal assessment are secured.
- c. All academic assignments are completed.
- d. Documentary proof of hardship is submitted (where are applicable).
- e. Continued academic engagement is demonstrated.

Condonation is semester-specific and not automatic.

6. Special Concession Framework (Adversity Category): Recognizing the socio-economic realities of students, a structured Adversity-Conscious Concession Model is instituted.

6.1 Conditions

- a. Application with documentary proof
 - b. Verification by Mentor & HOD
 - c. Approval by Attendance Concession Committee
 - d. Monthly mentor review
 - e. Mandatory digital engagement
 - f. Minimum 50% internal assessment performance
- Maximum 25% students per department may avail this provision.

7. Attendance Concession Committee:

The Attendance Concession Committee shall review applications submitted by students seeking attendance concession, verify the supporting documents, assess the academic performance and eligibility of the applicants, and approve or reject the requests based on the prescribed norms and regulations. The Committee shall also maintain proper records of all applications and decisions for audit and regulatory review purposes. All decisions taken by the Committee shall be properly documented and remain subject to review.

8. Monitoring and Safeguards:

Attendance shall be monitored after every 20 teaching days to ensure regularity and compliance with institutional requirements. Students whose attendance falls below 65% shall be issued early warning notices. Attendance records shall also be made available through the Learning Management System (LMS) for transparency and regular monitoring. Remedial support sessions may be arranged for students requiring academic assistance due to low attendance. Any false declaration or submission of incorrect information related to attendance shall attract disciplinary action as per institutional rules.

9. Scholarship Compliance

Students availing themselves of government scholarship schemes are generally required to maintain a minimum of 75% attendance as per the prescribed norms. Attendance certification for scholarship purposes shall be based on consolidated and officially maintained records. Grant of attendance concession shall not reduce or alter the minimum attendance requirement prescribed for scholarship eligibility.

10. Non-Eligibility: Students with:

- Less than 55% physical attendance / 45 % for EVS category.
- Persistent academic non-performance,
- Proven false documentation, shall not be eligible for condonation.

11. Institutional Outcomes: This policy aims to:

- Reduce dropouts
- Improve retention of vulnerable students
- Promote blended and skill-based learning
- Maintain academic rigor
- Strengthen institutional credibility and audit readiness

12. Review






The policy shall be reviewed annually by the Academic Council and modified as required to ensure continued academic integrity and inclusivity.

Conclusion

This Attendance & Blended Learning Policy affirms that compassion and accountability must coexist. By preserving a 55% minimum physical attendance floor while enabling structured digital and experiential engagement, the College ensures flexibility without compromising academic standards

13. Compliance Review to be made by: Principal and In- charge

Issued and signed by:

Dr Sujit Metre Principal & Chairperson, IQAC		Dr Pranjali Kane Vice Principal (Academic Processes) & IQAC Coordinator	
Dr Sandeep Tundurwar Vice Principal (Administrative Compliance)		Dr. Narendra Gharat Dean, Academics	
Dr Afroz Sheikh Students Welfare Officer			

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First Revision	

