ATTENDANCE NORMS AT NIFT

The curriculum at NIFT is designed such that the subjects are primarily skill based. The students are assessed on the basis of Continuous Evaluation wherein emphasis is laid on attendance in the classesand working in the labs on the projects assigned to them. Attendance is crucial for maintaining discipline, peer learning, working on group projects, and developing soft skills like teamwork, all of which requires physical presence in the class essential for meaningful learning.

1.1 Minimum Attendance Requirement at NIFT

Students are required to attend all classes for every subject. Maintaining an attendance of minimum 75% in individual subject is mandatory for all students. An auto generated message regarding short fall in attendance will be sent to the parents and students whenever the attendance in individual subject falls below 75%. In case of absence due to medical/ extreme extenuating circumstances, the studentwill be required to submit relevant documents on CMS and provide physical copies of the same within a week of availing the leave.The verification process on the CMS is detailed in Annexure A'.The student will be eligible for relaxation of 5% attendance (over the mandated 75%) in individual subject for medical/ extenuating circumstances on acceptance of the relevant documents submitted.

1.2 Penalty For Not Attaining Minimum Attendance

a) Penalty for not maintaining minimum attendance will be applicable as follows:

Attendance Percentage	No. of Subjects allowed	Penalty	Grade Penalty	Remarks
75-65%	No limit	Follow Up allowed	NIL	Follow Up fee in each subject as applicable
65-55%	No Limit	Follow Up allowed	One grade drop	Follow Up fee in each subject as applicable
55-45%	Maximum three subjects	Carry Forward allowed	Two Grade drops allotted in the carry forwarded subject(s)	Student may carry forward Maximum of three subjects* to next semester.
Below 45%	Maximum two subjects	Carry Forward allowed	P grade allotted in the subject(s)	

Only two subjects may be permissible in some cases. Please refer to the Follow Up & Carry Forward Policy for complete modalities and details of eligible subjects that can be carried forward to the next semester.

- The above will be auto generated by the CMS Portal and regular alerts will be sent to the students and the parents on the attendance updates.

b) The minimum attendance requirement for GEs will be 65%. In case of shortage of attendance in a GE subject, the student will not earn any credit for the subject and will be required to complete the mandated GE credits in the subsequent semesters.

c) Keeping in view the aforementioned framework, **it is no longer significant to calculate the overall attendance.**

Note:

a) This process will be fully automated. The Head Office will not entertain any requests/ appeals pertaining to the attendance of any student.

b) Faculty members will need to update the attendance after the conduct of the class on CMS on the same day. In case of delay, the department assistant will update the attendance within seven days of the conduct of the class on CMS. The CMS will be blocked beyond seven days and will be opened only on approval of the Campus Director upto 15 days from the conduct of the class.

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Process Flow of CMS Application for Leave

The new Attendance Policy requires students to upload their medical/ relevant documents (certifying the extreme / extenuating circumstances) on the CMS **within one week of returning from leave**. The CMS will not allow any document to be uploaded thereafter. No physical documents will be considered for relaxation whatsoever at the Campus that have not been uploaded on the CMS.
The process of document verification will be as follows:

Step 1: Student Applies for Medical Leave CMS/ intimates for leave

Step 2: Student submits Medical Certificate 7 days from availing the leave to Department and updates PDF file in CMS and submits the hard copy to the CC of the Department.

Step 3: Campus Coordinator verifies the credentials of the medical certificate and Approves

Step 4: Leave status report is made available to Academic Department / Student / CC/ JD (The Joint Directors may involve/consult the Campus Doctor in the verification process, if required).

Step 5: At the time of SOA calculation, Committee scrutinizes the case history of the individual student along with the hard copies of the documents submitted.

Step 6: Recommendations of the committee appears for LASC members

Step 7: LASC Recommendation updated in CMS

Step 8: Campus Director reviews the recommendations received from LASC

Step 9: Campus Director's approval with remark updated in CMS case wise

Step 10: Student receives notification via mail / SMS

Step 11: Dashboard on total appeals received / Approved/ Rejected

Step 12: Student status updated for follow-up with/without penalty