

John Wilson Education Society's
Wilson College (Autonomous)
Institutional Policy for Attendance

1. The attendance for lectures will be recorded course-wise.
2. The College expects 100% attendance at all lectures and practicals as per chosen course. As there are legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance per course is made mandatory.
3. A student with less than 75% attendance in a course (including tutorials) will not be allowed to appear for the End Semester Exam (ESE) in that course.
4. For students, representing the College for sports / cultural / NSS / NCC / extra-curricular / co-curricular activities, **with the prior permission of the Principal**, full credit for lecture / practical / tutorials missed by them as a result of their participation in these activities, will be granted.
 - a. Students representing College through various cultural / sports / NSS / NCC activities at the district, state, national levels, should mandatorily seek a permission letter from the Principal through the concerned Convenor / Incharge of the event. The said letter should mention the number of lectures that are being condoned for the said student.
 - b. This credit shall be allowed on the basis of the production of a certificate of participation in the above-mentioned authorized activities from the concerned organizers within three days of resuming the college. The said certificate to be verified and approved by the competent administrative staff.
5. A condonation of up to 50% of lectures / practicals per course could be made at the discretion of the Principal, in the following cases (Ref: University of Mumbai ordinance no-0.6086, Circular Number UGC/01 of 2014 dated 05th May 2014):
 - a. Serious illness authenticated by a Doctor's Certificate and Medical Records and submitted within two working days of resuming classes. The Leave Application and Medical Papers must be accompanied by a covering letter from the Parent or Guardian of the student.
 - b. Other serious reasons, like bereavement of a close relative, with validating documents (acceptable to the Principal) should be submitted within two working days of resuming college. Such documents will not be accepted after these two working days.

6. No condoning is possible if a course's attendance, for whatever reason(s), is below 50% of the said course's lectures.
7. All the internships shall be done only beyond the college hours and preferably during vacations.
8. Tentative list of students to be Debarred will be released **two weeks** prior to commencement of the semester end examination. The final list of students to be debarred will be displayed **one week** prior to the commencement of Semester End Exam.
9. The defaulters list will also be displayed on the College notice board and website every month. Notices will be issued to the parents of all the defaulters periodically.

20.05.2023



Anna Pratima Nikalje

Prof. Anna Pratima Nikalje
Principal, Wilson College

