

STUDENT ATTENDANCE REGULATIONS - 2022 (ICAS, Manipal)

All the students are expected to attend all the classes in each subject. However, it is mandatory for a student to have a minimum of 75% attendance in individual subjects, for being eligible to write the end-semester examination, in compliance with the Manipal Academy of Higher Education(MAHE) Norms. In case of Laboratory classes, completing all the experiments is a pre-requisite for in-semester assessment. This 25% condoning of the attendance takes care of his/her absence due to any medical/personal reasons/purposes including writing eligibility exams, attending passport/visa related works, emergency & hospitalization cases etc. and there is no question of considering any medical certificate when a student has deficiency of attendance beyond 25%. Students are advised to take eligibility exams. like TOEFL/IELTS/SAT during vacation period only.

Generally, the above 25% condoning of the attendance includes his/her absence in the class on account of representing the institute/university in the co-curricular/extra-curricular activities also. However, as an encouragement to the students involving in such activities, further condoning of attendance up to a maximum limit of 10% of the total classes held in the individual course in that semester may be permitted (not applicable to crash courses), subject to the following conditions:

- (1) The desirous student must apply for the same and obtain prior permission (in writing, in the forms available in ICAS Office) from the Associate Director, without which no request for condoning of attendance will be entertained.
- (2) The student has to obtain authentication/endorsement in the same form, from the concerned authorities (listed below) authenticating his/her participation in the said activity and has to produce it at the ICAS office strictly within two weeks after the event. No letter received after this duration will be entertained for condoning of attendance.
- (3) Associate Director will further instruct the concerned teachers handling the course to consider such cases for condoning of attendance, subject to a maximum ceiling of 10% of the total classes held in that course.

Sl. No.	Nature of Event	Authority for Endorsement
01	Representing Inter-Institute / Inter-University Sports activity	Director of Physical Education, (MIT)
02	Representing Inter-Institute / Inter-University Cultural activity / competitions	Faculty Coordinator, Student Activities, ICAS / Deputy Director, Student Affairs, MU
03	Presenting papers in Conferences / Tech. Fests / Research Colloquiums etc.	Faculty Coordinator, Student Counseling, ICAS
04	Writing Eligibility Exams like TOEFL/IELTS etc. and attending Passport/Visa related activities (only in exceptional cases, only for the days of exam/meeting, with proof)	Associate Director, ICAS

Students are advised to check their attendance position regularly from the respective teachers and make up for the attendance shortage, if any. Faculty Coordinators / Subject Teachers are requested to monitor the attendance position of irregular students and initiate appropriate remedial steps. The above Attendance Regulation is applicable to all ICAS students, with effect from 01 August 2022.



Prof. Dr. Hareesha K S
Director, ICAS



Date: 13-07-2022
Place: Manipal

Application Form for claiming Condoning of Attendance at ICAS, Manipal

Name : _____ Date of Application: _____
Registration No. : _____
Branch : _____
Year / Sem. : _____
Section : _____
Purpose / Reasons (Attach supporting documents, if any):

Nature of Event, participating:

Date(s) & Time of Event :

Remarks of the Associate Director : Permitted / Not Permitted

Signature with Office Seal of the Associate Director :

Authentication/Endorsement from the Concerned Authority* (to be obtained within 2 weeks after the event):

This is to certify that Mr./Ms. _____ with Regn. No. _____
has participated / attended the above said activity on _____
from(mention time)_____ to _____.

Signature with Office Seal of Concerned Authority:

Date:

*[Director of Physical Education, (MIT) / Faculty Coordinator, Student Activities, ICAS / Deputy Director, Student Affairs, MU / Faculty Coordinator, Student Counseling, ICAS / Associate Director, ICAS]
