

# **SOUTH EASTERN UNIVERSITY OF SRI LANKA**

## **REGULATIONS RELATED TO MAINTAIN ATTENDANCE AND CALCULATION OF PERCENTAGE ATTENDANCE.**

This regulation should be considered together with the “Regulations Related to Examination Procedures, Offences and Punishments for Examinations Conducted”

### **1.0 Recording attendance at Lectures, Practical Classes, and Field Works etc.**

- 1.1 The recording of attendance for lectures, tutorials, practical classes, field works etc. should be done by the respective lecturer or lecturer in charge of the subject.
- 1.2 Use of Prescribed Forms distributed by the Head of the Department before the Semester starts is mandatory in recording attendance of students.
- 1.3 The lecturer should state the date, starting time and end time of the lecture, subject code and the title of the subject, duration of the lecture, name of the lecturer before the attendance sheet is circulated among the students.
- 1.4 The lecturer should circulate the attendance sheets among the students during the lecture, tutorial, practical, fieldwork at the beginning of the sessions.
- 1.5 The lecturer should collect the attendance sheet before the conclusion of the lecture, tutorial, practical, fieldwork session and should make sure the following
  - 1.5.1 The number of students who have signed the attendance sheet
  - 1.5.2 The number of students attending the session (head count)
  - 1.5.3 Tally the number of students who have signed and who have attended the session
  - 1.5.4 If the lecturer finds any discrepancies, he/she should take immediate corrective measures to rectify the shortcomings. The discrepancy should be reported to the relevant Head of the Department
  - 1.5.5 If any discrepancies are found, the signatures of the students should be checked with the original signatures of the students.
  - 1.5.6 Any signatures which are found forged, disciplinary actions should be instituted on both the student who signed for the absentee and the student who has signed for.
- 1.6 Once the session is over, the lecturer should mark absent using a RED PEN in the cages which are not signed by the students. No space should be kept blank without marking absent, if any is not signed by a student.

- 1.7 Completed attendance sheet should be signed by the lecturer and should be submit to the Department office immediately after the lecture. No attendance sheet should be kept with the lecturers concerned.
- 1.8 The lecturer should sign the lecture / practical register, which is kept in the Department Office after completion of the session (A sample format of the register is given in Annexure I).
- 1.9 The attendance records of the students and lecture / practical register should be maintained by the Head of the Department.
- 1.10 The Head of the Department should make sure that the attendance are recorded properly for each teaching learning sessions.

## **2.0 Maintaining Attendance Records**

- 2.1 Once the attendance sheets are received at the Department Office, those should be entered immediately into the database / software used to maintain and calculate the attendance percentage.
- 2.2 The Head of the Department should assign the task of entering attendance to the database / software to a staff member of the Department.
- 2.3 The entry of attendance of students in to the database should be done within the week in which the sessions are done and the Head of the Department should make sure that all the attendance sheets of the week are received at the Office and recorded / entered in to the database / software appropriately on time.
- 2.4 Attendance should be marked as “1” or using an appropriate sign (i.e. “P”) to record presence and “0” or using an appropriate sign (i.e. “A”) to record absence in the database/software.
- 2.5 The software should automatically calculate the percentage attendance.
- 2.6 Medical Reports, which are approved, based on the guidelines given in the “Regulations Related to Examination Procedures, Offences and Punishments for Examinations Conducted” should be marked as present.
- 2.7 The attendance entered into the database / software should be checked by the lecturer or lecturer in charge to certify the entry is done correctly. Any discrepancies found after the final percentage is calculated and submitted to the examination branch, the responsibility of discrepancies should be taken by the respective lecturer / lecturer in charge and the Head of the Department.

## **3.0 Calculation of the Attendance Percentage**

- 3.1 Attendance percentage should be calculated based on the number of lecture or other relevant teaching hours conducted.

3.2 Percentage attendance calculated should be rounded off without a decimal place (i.e. 79.4 is rounded as 79, 79.6 rounded as 80)

#### **4.0 Submission of Percentage Attendance Calculated**

4.1 The Head of the Department should submit percentage attendance of students when it is required to do so with his/her signature.

4.2 The Head of the Department should get the final attendance sheet with percentages signed by the relevant lecturer or lecturer in charge to make sure that the attendance calculation is correct.

4.3 The final percentage attendance should be submitted to the Examination Branch with a copy to the Vice Chancellor on next working day after the semester is over.

#### **5.0 Management of the Attendance Database / Software**

5.1 The management of the attendance database / software is the sole responsibility of the Head of the Department

5.2 The Head of the Department should make sure to update the database of students before the semester starts preferably within the inter semester break with the assistance of the administrator of the database / software.

#### **6.0 Percentage attendance considered for the eligibility to obtain Mahapola, Bursary and to Sit for Examinations**

6.1 The guidelines on attendance policies approved by the UGC or/and the University will strictly be considered in determining eligibility of students to obtain Mahapola, Bursary and to Sit for Examinations.

#### **Annexure I**

Academic Year:

Semester:

Subject Code:

Subject:

Date	Teaching session		Duration	Title covered	Name of the Lecturer	Signature of Lecturer	Remarks
	Start time	End time					