

**JAIPURIA INSTITUTE OF MANAGEMENT  
JAIPUR**

**SOP – Students Attendance and Leaves 2024 - 2025**

Jaipuria Institute of Management Jaipur

## **Standard Operating Procedure (SOP) for Student Attendance, Leaves, Moodle Attendance, Debar & Ducting List (AY 2024-25)**

### **1. Purpose**

This Standard Operating Procedure (SOP) aims to establish guidelines for managing student attendance leave, Moodle attendance and debar and ducting requests, specifically for Academic Leave, Placement Leave, and Medical Leave. This SOP aims to ensure a fair and consistent approach to handling student absences while maintaining academic integrity.

### **2. Definitions**

**Academic Leave:** Leave granted to students for participating in Academic or professional activities, such as conferences, workshops, or competitions.

**Placement Leave:** Leave granted to students for participating in internships, industry placements, or other career-related opportunities.

**Medical Leave:** Leave granted to students for medical reasons, including illness, injury, or medical appointments.

**Moodle Attendance:** A learning management system used by the institution to manage regular attendance of students marked by the faculty.

**Debarment:** The act of preventing a student from appearing in the final examination due to insufficient attendance or other academic reasons.

**Ducting:** The process of deducting CGPA or grades from a student's final score due to insufficient attendance or other academic reasons.

### **3. Attendance Expectations**

**3.1 Regular Attendance:** All students are expected to attend classes regularly and participate actively in academic activities as per the institution's attendance policy.

**3.2 Absence Reporting:** In case of any absence, students must notify their respective course instructors or designated authorities per the institution's guidelines. Failure to report an absence may result in penalties or loss of academic credit.

**3.3 Attendance Tracking:** Course instructors or designated authorities are responsible for tracking student attendance and uploading the same on Moodle on a regular basis as per the institution's guidelines.

## 4. Academic Leave

**4.1 Eligibility:** Students may request Academic Leave to participate in academic or professional activities that contribute to their educational growth and development. As per the institution rules the student is eligible for 3 academic leaves in each course.

**4.2 Application Process:** Students must apply to leave on Moodle and get approved by the designated authority at least 10 days prior to the debar and ducting list. The application should include details about the purpose of the leave, dates of absence, and supporting documents if applicable.

**4.3 Approval Process:** The designated authority will review the leave application and assess its validity based on the relevance of the activity to the student's academic goals. Approval or denial of the leave request will be communicated to the student while accepting or rejecting the application.

## 5. Placement Leave

**5.1 Eligibility:** Students may request Placement Leave to participate in internships, industry placements, or other career-related opportunities as part of their academic curriculum.

**5.2 Application Process:** Students must apply to leave on Moodle and get approved by the designated authority at least 10 days prior to the debare and ducting list. The application should include details about the placement opportunity, dates of absence, and any supporting documents required by the institution.

**5.3 Approval Process:** The designated authority will review the leave application and assess its validity based on the relevance of the activity to the student's academic goals. Approval or denial of the leave request will be communicated to the student while accepting or rejecting the application.

## 6. Medical Leave

There is no medical leave but in exceptional cases where's the student is hospitalized for a long period can apply but approval is subjected to.

## 7. Attendance Upload

**7.1 Timeline:** Course instructors or designated authority are required to upload student attendance records on Moodle on a regular basis according to the time table. Every faculty needs to upload their 20 sessions on moodle regular and guest session.

**7.2 Attendance Records:** Attendance records should include details about each student's attendance percentage, number of classes attended, and any other relevant information required by the institution.

**7.3 Verification:** The designated authority will verify attendance records

uploaded on Moodle and inform course instructors about any discrepancies or errors found.

## **8. Debarment and Ducting**

**8.1 Debarment List Release:** The institution will release a preliminary debarment list 7 days before the final examination, which will include the names of students who are not eligible to appear in the examination due to insufficient attendance or other academic reasons.

**8.2 Ducting List Release:** The institution will release a preliminary ducting list 7 days before the final examination, which will include the names of students who are eligible to appear in the examination but will have their marks or grades deducted due to insufficient attendance or other academic reasons.

**8.3 Final Approval:** The Academic Advisory Committee will review the preliminary debarment and ducting lists and approve the final debarment and ducting lists at least 3 days before the final examination. Once the final list is released, the student will plead to the Academic Advisory Committee for their absentees. The Advisory Committee will decide whether the application is genuine or not.

## **9. Record Keeping**

**9.1 Attendance Records:** The institution will maintain accurate records of student attendance, including leaves granted and absences recorded.

**9.2 Confidentiality:** All student leave applications and medical documentation will be treated with strict confidentiality and stored securely as per institutional policies and legal requirements.

## **10. Appeals Process**

**10.1 Appeals Request:** Students who wish to appeal their debarment or ducting status may submit formal appeals requests to the designated authority after the release of the final debarment and ducting lists.

**10.2 Appeals Process:** The designated authority will review the appeals request and make a decision based on the institution's policies and guidelines. The decision of the designated authority will be communicated to the student before the debarment and ducting list is released.

## **11. Compliance and Consequences**

**11.1 Compliance:** Students are expected to adhere to the attendance policy and follow the prescribed procedures for requesting leaves as outlined in this SOP.

**11.2 Consequences:** Failure to comply with attendance policies or providing false information may result in penalties, loss of academic credit, or other disciplinary actions as per institutional regulations.

## **12. Revision and Review**

This SOP will be periodically reviewed and revised as necessary to ensure its effectiveness and compliance with institutional policies and applicable regulations.

Please note that this is a general SOP template and may require customization based on your specific educational institution's policies and guidelines.

## **13. Implementation**

**13.1 Communication:** This SOP will be communicated to all relevant stakeholders, including course instructors, designated authority, students, and the Academic Advisory Committee.

**14. Review:** The designated authority will review this SOP annually to ensure its relevance and effectiveness in managing student attendance, debarment, and ducting.