



**DAYANANDA SAGAR COLLEGE OF DENTAL SCIENCES**  
**Shavige Malleshwara Hills, Kumaraswamy Layout**  
Bangalore 560 076  
**Accredited A+ Grade by NAAC**



DSCDS/Internal/2024/012

January 16, 2024

**CIRCULAR**

A template for preparing attendance shortage list of students is herewith attached. All faculty members are hereby informed to go through the same and submit it as per the instructions.

**PRINCIPAL**

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Dayananda Sagar College of Dental Sciences  
Kumaraswamy Layout,  
Bangalore - 560 078.

**Copy to:**

1. The Vice Principal
2. Associate Dean – UG, PG & Administration
3. Teaching Faculty whatsapp group
4. IQAC
5. Office file



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**Template for Preparing Shortage List**

Department Of \_\_\_\_\_

Date:

**Shortage List for Month of:**

**Batch Details:** (I/II/III/IV BDS; Regular/Odd)

Sl. No.	Student Name	Attendance Details						Measures taken (attach documentation)
		Theory			Practical / Clinical			
		Total classes	Attended	%	Total classes	Attended	%	

Name & Signature of &/or Subject in-charge:

Head of the Department



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**Note:**

- Attendance in either theory &/or practical/clinical less than 75% will be considered as Shortage
- Shortage list should be prepared monthly & should be submitted to
  1. Principal [principal@dscds.edu.in](mailto:principal@dscds.edu.in)
  2. Associate Dean UG Academics [asso-dean-ug@dscds.edu.in](mailto:asso-dean-ug@dscds.edu.in)
  3. Attendance Committee: [attendance@dscds.edu.in](mailto:attendance@dscds.edu.in)
- A comprehensive attendance report of all students should be prepared once in every 2 months, signed by subject in-charges &/or year in-charges countersigned by concerned Dept HoDs & should be maintained with respective department.
- Parents have to be mailed their ward's attendance details & internals performance after every internal assessment examination. Kindly note, parents have to be mailed only their ward's details. Entire attendance &/or marks lists should **not** be sent.

**Mechanism to address Student Absenteeism:**

- In case of 5 or more continuous days of absence of any student:
  1. Report to Department HOD
  2. Send mail to parent; efforts must be mandatorily made to contact parents, bring absence to their notice & seek explanation
  3. Notify the student's Mentor & document the same through e-mail
  4. Copy mails to
    - i. Principal [principal@dscds.edu.in](mailto:principal@dscds.edu.in)
    - ii. Associate Dean UG [asso-dean-ug@dscds.edu.in](mailto:asso-dean-ug@dscds.edu.in)
    - iii. Attendance Committee: [attendance@dscds.edu.in](mailto:attendance@dscds.edu.in)
    - iv. Student Welfare & Grievance Redressal Committee: [vinodrangan@dscds.edu.in](mailto:vinodrangan@dscds.edu.in)
  5. If unresolved, discuss with Associate Dean UG for further remedy.
- Maintain documentation for all meetings, email correspondence, etc.
- Parents of every student who has shortage of attendance has to be communicated with individually once every 2 months & documentation for the same to be maintained.