

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

PRINCIPAL

Dayananda Sagar College of Dental Science-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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Date:

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Template for Preparing Shortage List

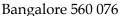
Department Of _____

Theory Trucked Tellinear				Atte	endan	ce Details	;		
Total Attended 70 Total Attended 70 (1997)		Student Name	Theory			Practical / Clinical			Measures taken
	No.			Attended	%		Attended	%	(attach documentation



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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 <u>principal@dscds.edu.in</u>
 - 2. Associate Dean UG Academics asso-dean-ug@dscds.edu.in
 - 3. Attendance Committee: 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
 - ii. Associate Dean UG <u>asso-dean-ug@dscds.edu.in</u>
 - iii. Attendance Committee: attendance@dscds.edu.in
 - iv. Student Welfare & Grievance Redressal Committee: 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.