



Policies & Procedures Manual
Sir Syed University of Engineering & Technology

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Policy Statement
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continue the improvement in all areas of activities.

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Attendance Policy for Online Classes

1. PREAMBLE

Students have always been expected to attend every meeting of their classes, and to be responsible for class attendance. These expectations have not changed. However, to ensure health and safety during COVID-19, there is a need to re-consider class attendance policy in the traditional sense. This policy document has been developed to provide guidelines about attendance in On-line classes and is presented for approval by the statutory body.

2. Introduction

Sir Syed University of Engineering & Technology aims to provide quality education and facilities to its faculty and students. Given the unique situation that COVID-19 pandemic presents instructors should prioritize clear communication for student expectations/responsibilities. Instructors should also practice leniency and flexibility as there are a variety of reasons why students may not be attending classes during the COVID-19 pandemic. These may include but are not limited to lack access to Wi-Fi or digital devices, financial concerns involving acquiring necessities or supporting family structures.

Due to the unprecedented crisis of COVID-19, online mode of education is the need of time however, no formal policy to execute the attendance process of online classes was in place. This policy will be applicable for Fall Semester 2020.

Procedure

This policy document describes the procedure for attendance during Fall Semester 2020 online classes.

- 3.1 Attendance in online classes session is mandatory. Students are expected to attend all classes, laboratories, tutorials, or other class online meetings officially designed for a particular course. Every student of the University is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to appear in the End Semester Final Examination for that component of the course.
- 3.2 The 25% margin of absence from the classes is reserved for hospitalization or for any genuine eventuality, those who do not have the 75% (Theory & Lab separately) attendance or miss their periodical examination are subject to be detained from appearing in End Semester Final Examinations as per statues of SSUET and relevant accreditation and regulatory bodies.
- 3.3 During the uncertain pandemic situation, it is required to provide flexibility with attendance. It is the responsibility of each course instructor to announce the modified attendance policy for Fall Semester 2020 to each class, through

the means of communication established by the instructor, e.g., MS-Team, SSUET VLE, Email, Course WhatsApp group, etc.

- 3.4 Attendance in online classes can be marked either by calling the roll number of each student at the start and end of each class or by simply downloading the attendance list from MS-Team. The instructor may also mark the attendance of each student by considering the time-in and time-out of the student.
- 3.5 The students who login at VLE of SSUET and explore course materials such as Lectures Slides and Lectures Recordings within 10 hours from the commencement of class then the instructor should mark student attendance as present. This can be easily configured within Auto Attendance Block of VLE. Lecture Recording Link and Lecture Slides should be share on both VLE and Course WhatsApp group after the conduction of each class.
- 3.6 If a student has less than 70% attendance before midterm examination due to any unavoidable reason like prolong electricity shutdown, illness, internet unavailability, etc. then instructor should recommend student to watch the Recorded Lectures and arrange at least 3 Quizzes (MCQ's Based-Shuffle and Time Bound) from pre-midterm lectures, when the student clears these Quizzes, the instructor may mark his/her attendance accordingly.
- 3.7 Students are strongly encouraged to stay at home if feeling sick, and most especially if they think they may have an infectious disease.
 - 3.7.1 If a student misses a class, or series of classes, due to illness, the student is responsible for communicating with the course instructor to inform them as soon as possible.
 - 3.7.2 Students are responsible for communicating with the course instructor(s) via the means of communication established by the instructor(s), e.g., MS-Team, SSUET VLE, email, Course WhatsApp group, etc.
 - 3.7.3 Instructors are responsible for providing reasonable accommodations or opportunities for students to make up course obligations that have an impact on their course grade.
- 3.8 The course teacher by the approval of concerned department chairman, should consider the cases of students who lives in remote areas where there are not good/ sufficient resources of internet or mobile networks.
- 3.9 In all cases of absence, excused or otherwise, students are still responsible for completing any work that they may have miss due to illness, including assignments, quizzes, and exams.