
	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
	<h2>SOP for Attendance Record & PTM</h2>	
	DOCUMENT #: SA-SOP-15	ISSUE # 01

ATTENDANCE POLICY:

- Minimum criteria for attendance as laid down by the university is 75%.
- The attendance of the batches of BDS programme is received at the student affairs department.
- The attendance is recorded on the weekly basis and is calculated annually for the whole academic year
- Each department is requested to provide their weekly attendance and is calculated at the end of the month by the student affairs department on the system.
- The attendance sheet provided by the department will be kept in record if given in soft copy form for future references.
- The department needs to provide their students attendance by the beginning of next week, so that is recorded timely.
- Any errors addressed by the students, will be consulted by the Head of Student Affairs department with the relevant department of the subject, and it will be corrected and recorded on time to evade errors in final compilation by the computer Operator of Student Affairs Department.
- The monthly attendance report of every subject will be notified on the student's notice board by the file manager of Student Affairs Department.
- The monthly and annual academic attendance report will be countersigned by the Head of the Student Affairs Department and then by the Principal of the college.
- The attendance of the batch will be filed separately both in hard and soft copy form.
- The intimation regarding the progress of students in studies and their attendance is duly notified on the parents group, and also copies of their test results and attendance are posted to their recorded mailing addresses.
- The Computer Operator of student affairs department receives the test results of any subject and keeps the record in the computer system and maintains file separately.
- The Head of Student Affairs Department notifies the report or any complaints from the teachers on the phone of the parents.

	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>		
	<h2>SOP for Attendance Record & PTM</h2>		
	DOCUMENT #: SA-SOP-15	ISSUE # 01	ISSUE DATE: 01-12-2022

PARENTS TEACHERS MEETING (PTM):

- The parent's teacher meeting is organized by the student affairs department on the behalf of subject teachers.
- PTM is held after 2nd block exam however parents can visit college as and when required to know about the progress of their wards.
- College dispatch result via mail as call as through WhatsApp to all the parents on cell number registered with the college.
- Parents of the students who are weak in studies or not performing as per the desired studies.
- The parents of students are intimated on the whatsapp group as well as on phone calls by the Head of Student Affairs Department, especially to those who are weak in some subjects.
- The Student Affairs department allocates the offices at where the PTM needs to be conducted or organizes as per the recommendations of the teachers of their respective departments.
- The parents of the students who fail to attend the meeting are again requested to get a time out to meet the teachers and get updated on the progress of the students.
- The test of every subject is shared with parents on whatsapp group by the Student Affairs Department however the compiled report is shared after every module/sendup along with their attendance. The result of every individual is kept in the file as well as in computer system by the file manager and the computer operator.