



NAAC Grade "A" 3<sup>rd</sup> Cycle | Autonomous College  
under Autonomous Category (Since 2014) Conferred by UGC

# Policy for Attendance Relaxation

(on medical grounds and participation in sports)

Amritsar Group of Colleges  
Amritsar

The purpose of this policy is to recognize the importance of accommodating students who may require flexibility due to medical reasons or active involvement in sports activities.

#### **A. Attendance Relaxation on Medical Grounds**

**Eligibility:** Students experiencing chronic and temporary medical conditions (verified by medical documentation) that impact regular attendance, and eligibility to appear in MSTs or End Semester Examinations, may apply for attendance relaxation.

**Approval Criteria:**

- Attendance relaxation will be considered based on the severity of the medical condition and its impact on the student's ability to attend classes.
- The concerned head of department shall verify the medical documents and initiate the process of relaxation in attendance. The following college authorities can give the relaxation in attendance:

S. No.	Authority	Relaxation in attendance
1	Head of Department	Upto 15%
2	Dean Academic Affairs	Upto 10%
3	Principal	Upto 25%

#### **B. Attendance Relaxation for participation in Sports**

**Eligibility:** Students actively participating in institutionally recognized sports activities, including training camps, tournaments, and official matches, are eligible. Their participation must be verified by sports in-charge of their department.

**Approval Criteria:**

- Attendance relaxation will be granted based on the official sports calendar and the student's verified participation.
- The concerned head of department shall verify the participation documents and initiate the process of relaxation in attendance. The following college authorities can give the relaxation in attendance:

S. No.	Authority	Relaxation in attendance
1	Dean Students Affairs	Upto 05%
2	Head of Department	Upto 10%
3	Sports Incharge	Upto 10%
4	Principal	Upto 50%

This policy, after approval, shall be effective from semester session Jan-June 2024 and onwards.

Proposed by  
(Dean Academic Affairs)

*Wadekar*  
18/01/2024

Approved by  
(Principal AGC)

*Jain*