

SF 6.3B: Candidate Attendance

Marking of attendance for academic purposes

General instructions

1. A minimum of 75 % attendance is compulsory to conclude that a candidate has attended the training programme.
2. Normal attendance: Marking of attendance 15 minutes late at start of session and 15 minutes early at close of session will be condoned and considered as full attendance for the shift.
3. Late attendance/Early departure within permitted time will be as per Table given below.

	Treated as full day attendance		Treated as half day attendance	Treated as absent
	Permitted time	Permitted occasions		
One shift batch (>4 hour shift)	Up to 1 hour in a day from batch start time/ before batch end time	Up to 2 occasions every 15 calendar days	More than 1 hour in a day from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 4 hours in a day from batch start time/ before batch end time
Double shift batch (<=4 hour shift)	Up to 30 minutes for a shift from batch start time/ before batch end time	Up to 4 occasions every 15 calendar days	More than 30 minutes for a shift from batch start time/ before batch end time OR If number of occasions exceeds the permitted number	More than 2 hours for a shift from batch start time/ before

				batch end time
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4. The final objective is to have a centralized attendance monitoring system which will generate the attendance record in a training centre. However, till this system is developed the following protocol will be used.
5. Timelines for attendance record submission
 - a. Submit the attendance record preferably by the end of each day. However, PIAs are permitted to submit the attendance for the previous day any time before 9.00 PM of the next working day.
 - b. PIAs failing to follow this timeline shall send the attendance record to SRLM (for AP states) or CTSA (for YP states) for approval along with necessary proofs. The attendance can be considered/ updated once approved. This will be permissible up to twice for a batch for every 3 calendar months.
6. In case candidates forget to mark attendance:
 - a. The record may be rectified immediately as far as possible but in any case before the closure of attendance for the fortnight.
 - b. CTSA/ SRLM may correct the attendance record beyond the fortnight after verification of CCTV footage. This will be permissible up to twice in a calendar month for a candidate.
 - c. All such CCTV footage should be stored either till E6 (training completion) + three months or till the project is closed (in case of early closure) – whichever is earlier.
 - d. This correction will be counted only for checking whether a candidate has fulfilled the minimum attendance required for course completion. It will not be counted for payment of entitlements.
7. For payment of to-and-fro incentives, attendance will be reckoned as per instructions given in Chapter 8 (and reproduced below) till the centralised attendance monitoring system is in place.
 - “Individual’s attendance as captured in Chapter 6 will be the basis for payment.
 - a. A candidate will be allowed full days payment once attendance is marked or recorded. This implies that a candidate will be paid for the number of hours for which training is scheduled on that day even if he/she attends for part of a day.
 - b. Further, he/she will not be paid any money if attendance is not marked for the day”.

Marking of attendance for residential purposes

1. A residential place will have a separate geo tagged, time stamped biometric attendance system.
2. Attendance will be taken once a day between 6 PM and 10 PM.

3. A minimum of 75 % attendance is compulsory to conclude that a candidate has availed of residential facilities.

Marking of attendance for OJT

Refer to section 4.6 (On the Job Training (OJT) Plan)