

ATTENDANCE RULES

(i) Attendance Category - I

A student has attended 75% or more in aggregate of delivered classes, in all registered courses of theory (lectures plus tutorial) and practicals (including workshops training, seminar, projects, industrial training etc.) of the concerned semester.

(ii) Attendance Category – II

The student's aggregate attendance in all registered courses of theory (lectures plus tutorial) and practicals (including workshops training, seminar, projects, industrial training etc.) of the concerned term is less than 75% but more than or equal to 60%.

(iii) Attendance Category - III

The student's aggregate attendance in all registered courses of theory (lectures plus tutorial) and practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term is less than 60%.

(iv) A student will be allowed to appear in ESE as per the following rules:

(a) If a student's attendance falls under Attendance Category – I, he will be allowed to appear in ESE of all the courses registered in the term.

(b) If a student's attendance falls under Attendance Category – II, he will be allowed to appear in ESE of only those courses in which his attendance is more than or equal to 75%. In all other courses, he will be awarded 'F' grade(s).

- (c) If a student's attendance falls under Attendance Category – III, he will not be allowed to appear in the ESE of any course registered in the semester. He will be awarded 'F' grades in all the courses of that semester.

- (v) However, if for a particular programme, the regulatory authority has imposed stricter condition(s) on attendance, the same shall prevail.

- (vi) In case a student has been allowed to change the course or programme during the current semester by the University, the classes attended in previous course/ programme will also be considered in the calculation of attendance for the changed course/ programme, and then his eligibility for appearing in ESE will be determined accordingly.

- (vii) As mentioned under the head 'Late Registration', calculation of attendance for determining the eligibility to appear in ESE will be based on the date of actual registration of the candidate, if late registration is permitted by the University.

- (viii) **Condoning of Attendance**
 - (a) Unless otherwise prescribed, Academic Advisory Committee may condone shortage of attendance of students falling under Attendance Category – II, with the conditions as it deems fit, for the following reasons:
 - (1) in case of hospitalization of self for seven days or more,
 - (2) natural calamity, or
 - (3) due to immobilization for valid reasons.
 - (4) in case the student has officially represented, during the working days, school/ college/ institute/ university, outside the University campus, in any extra- curricular, co-curricular, or any other such activity

- (b) Student falling under Attendance Category – II is eligible to apply for condoning of attendance for the above-mentioned reasons, provided
 - (1) he has been regular in class attendance and maintaining satisfactory and consistent academic record throughout the duration of programme except during the period under consideration,
 - (2) he is not under disciplinary probation,
 - (3) in case of hospitalization, the student has informed in writing (along with the relevant proof) about the same to the University authorities at the time of admission to the hospital.
- (c) In case the hospitalization/ immobilization is of more than fifteen days duration, and student satisfies the other conditions specified above, and student falls under Attendance Category – II, the Academic Advisory Committee may condone an additional shortage in attendance as it deems fit.
- (d) A student may apply for condoning of the shortage of attendance on the prescribed form to the Head of Institution or any other designated official stating the reason of absence enclosing all the documents in support of his claim. The following documents shall be submitted with the application:
 - (1) In case of hospitalization/ immobilization, complete medical treatment records of the hospital, verified by the University Medical Officer, and an authority letter that allows the University officials to check the records related to the student from the hospital.
 - (2) In case of natural calamity, the official government announcement relating to the calamity in the concerned region, or the copy of the news item about the same from a national newspaper.

- (3) Any other document demanded by the University.
- (e) The Head of Institution will verify the authenticity of the application by consulting the Academic Counselor & the Faculty-in-charge of the courses in which the attendance is short and proceed as follows:
- (1) In case the attendance of applicant falls under Attendance category – II (60% to 75%), the Head of Institution will forward the application with specific recommendations/remarks to the Academic Advisory Committee.
- (2) In case the attendance of applicant falls under Attendance category – III (below 60%), the Head of Institution will **not** forward the case, and as indicated in clause (iv) (c), the student shall not be permitted to appear in the ESE.
- In case the attendance of applicant falls under Attendance category – III (below 60%) all such cases shall be treated on merit on case to case basis. The Head of Institution will forward each case with his detailed comments to the Academic Advisory Committee, who in turn will forward the case with detailed analysis of the case and his specific recommendations to the Vice-Chancellor. The Vice-Chancellor shall decide all such cases on merit of each case regarding condoning the shortage of attendance, whose decision in the matter shall be final.
- (f) Academic Advisory Committee will take the final decision to approve or disapprove the recommendations forwarded by Head of Institution, with the conditions as it deems fit.