

## **R.1 Attendance of the Students and Granting of Term**

For the granting of terms, a specific minimum level of attendance is compulsory.

- 1) Attendance shall be considered semester-wise and subject-wise and no credit of attendance shall be carried forward.
- 2) The minimum attendance necessary for granting a term (semester) in each subject shall be a **minimum of 75%** of the lectures and practicals, taken separately, out of the total number of lectures and practicals conducted in the semester.
- 3) Notwithstanding what is stated above, a bonafide student participating in sports, cultural activities, N.S.S, N.C.C., Adult and Continuing Education and Extension activities will be permitted full credit for lectures/practicals missed by him/her as a result of his/her participation in N.C.C./N.S.S./A.C.E.E. camps, intercollegiate, interuniversity, state level, national level, international tournaments/competitions; and also coaching camps/training sessions organized in preparation of such tournaments/competitions; provided the candidate has informed the Dean Academic well in advance of such involvement and taken a written permission for his/her absence for a specific period from the Dean (Academic Programmes); provided further that the total absence is **not** more than 50% of the number of lectures and practicals conducted in the semester concerned; provided further that the student produces a certificate of participation in such authorized activities for the authority concerned and get the shortfall condoned by the Dean (Academic Programmes). Such a case should be forwarded through the respective Head of the Department/Chairman of BoS to the Dean (A.P.) for approval. **The decision of the Dean (AP) will be final and binding on students.**
- 4) When on account of a bona fide major/severe/critical illness, immediate family bereavement or any other reason, duly justified by proper documents, the attendance of a student in any subject head in any semester falls short of the minimum number of lectures/practicals, the Dean (AP) shall be competent to condone the deficiency and allow the candidate the credit of the semester and appear for the regular end semester examination; provided the attendance of the candidate is **not** less than 50% of the total number of lectures/practicals conducted in the semester concerned. Such a case should be forwarded through the respective Head of the Department/Chairman of BoS to the Dean

(A.P.) for approval within two weeks of such eventuality. **The decision of the Dean (AP) will be final and binding on students.**

- 5) A student, who has less than 50% of attendance in any particular subject head, theory or practical, including all the exemptions or condonations shall NOT be allowed to appear at the respective regular and repeat end semester examinations for that particular subject head. His/her performance in any mode of assessment for that particular subject head during the semester shall be carried forward and he/she may be allowed to appear for subsequent end semester examination.
- 6) Each faculty member may maintain the attendance of the students for lectures, practicals of every subject for every class in addition to the biometric attendance., Any discrepancy in it may be brought to the notice of A. R. (Acad)
- 7) The A.R. (Academic) will, inform the students about the deficiency in attendance, and that they will not be permitted to appear for the End semester examinations in those particular subjects and their performance if any, during the End semester Examination for that particular subject shall be treated null and void.
- 8) The student who has been a defaulter and who has been forbidden to appear at the semester examination, may not be allowed to fill the form of the semester examination. If the form is already submitted, the form would be withdrawn and the fee paid will not be refunded to the student.
- 9) Any complaint of the students related to the attendance issue shall be forwarded immediately to the AR (Acad)
- 10) Students with less than 75% attendance but more than or equal to 50% attendance and not falling under item 3 and 4 will not be allowed to sit for the regular end semester examination. Such cases may be referred to the examination committee. The Examination Committee may inspect the documents/evidences submitted by the candidate and may permit the candidate to appear for the repeat examination on case by case basis. The candidate would be given a pass class irrespective of the marks secured by the candidate provided the candidate has passed the examination.