

For such students, the lectures delivered during the period of absence upto a maximum of 15 days (30 days in case of delivery of a child or non-carriage) can be condoned.

The above-listed rules and the process has been summarised as follows:

1. Teacher to submit cumulative attendance with shortage at 75% latest by 5th of every month.
2. Chairperson to upload the same on online Notice Board of the Department latest by 15th of every month with intimation to the office of the DUI
3. Parents of the students are to be once informed by ordinary post about the availability of monthly attendance record on online Notice Board of the department.
4. Cases of those students who have not attended minimum 33% lectures/tutorials/practicals etc. will not be considered and processed further.
5. Chairperson to ask the students to submit claim(s) on account of medical reasons, cultural/sports/other activities, or any other exigency, including the ones listed at '(D)' above, for condonation of shortage of attendance with documentary proof on a date immediately after the last date of teaching.
6. Academic Committee to finally calculate the shortage of attendance after condoning the lectures by the Chairperson, as enshrined in the specific regulations of the course, on the basis of medical reasons, cultural/sports/other activities as per the procedure listed at '(C) (a) & (b)', or any other exigency claimed under point 5 above, except extreme hardship/hardship cases listed at '(D)' above as per rules. Apart from the Chairperson's power to condone lectures, a credit for attendance/participation in cultural/sports/other activities as per the listed procedure at '(C) (b)' can be given subject to a maximum of 10% of total lectures delivered.
7. The decision of the Academic Committee to be duly approved by the Board of Control.
8. *All cases of shortage of attendance, complete in all respect, must reach the office of the DUI atleast one week before the commencement of end-semester examination.*
9. The Vice Chancellor has the power to condone shortage of another 10 lectures in various paper(s), over and above the lectures condoned by the Chairperson under point 6, on the recommendation of Board of Control and for the reasons to be recorded.
10. The Vice Chancellor in anticipation of approval of the Syndicate, has the power to condone 10 lectures in various paper(s) in case of extreme hardship cases listed at '(D) 1'. For hardship cases listed at '(D) 2', the lectures delivered during the period of absence upto a maximum of 15 days (30 days in case of delivery of a child or miscarriage) can be condoned. However, concession under '(D) 1' and '(D) 2' cannot be claimed simultaneously. The student can claim benefit under '(D) 1' or '(D) 2' to the best of his/her advantage.

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Dean of University Instruction

Issued to :-

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All Chairpersons / Directors / Coordinators of all the Teaching Departments