

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

No. 5226-5325/DUI/DS

Date: 18.07.2017

As directed by the Vice Chancellor, the norms for attendance to be implemented from the start of the academic session 2017-18 are as follows:-

1. For all Departments/Centres/Institutes other than mentioned below, the attendance requirement would be 75% aggregate in all papers. The condonation of 10% lectures by Board of Control, up to 10 lectures by the Vice Chancellor and the lectures due to extreme hardship by the Syndicate, as per rules, would be applicable to the students.

2. The attendance Rules for the following Departments/Centres/Institutes are as under:-

Sr. No.	Name of the Department/Centre/Institute	Attendance requirements based on respective Regulatory Bodies duly approved by Board of Control
1.	Dr. H.S. Judge Institute of Dental Sciences and Hospital	As per the Dental Council of India (DCI) revised BDS course Regulations, 2007, page Nos. 3 & 4 (copy enclosed), the minimum attendance requirement is as under:- (i) 75% in theory and 75% in practical / clinical in each year. (ii) In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (i) above.
2.	Dr. S.S. Bhatnagar University Institute of Chemical Engineering and Technology	The Board of Control in its meeting held on 13.07.2017 has decided that this Institute will count the 75% attendance paper-wise as per rules given in Handbook of Information-2017 to debar the students from appearing in the periodicals/sessionals as well as in semester examinations.

3.	Education	<p>The Department of Education is governed by regulatory agency NCTE. As per NCTE guidelines page No. 120, clause No. 3.2 “The minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment”.</p> <p>Therefore, attendance is to be counted in aggregate i.e. 80% for Theory courses and Practicum, and 90% for Field Attachment.</p>
4.	Institute of Educational Technology and Vocational Education	<p>The Institute of Educational Technology and Vocational Education is governed by regulatory agency NCTE. As per NCTE guidelines page No. 120, clause No. 3.2 “The minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment”.</p> <p>Therefore, attendance is to be counted in aggregate i.e. 80% for Theory courses and Practicum, and 90% for Field Attachment.</p>
5.	Laws	<p>In this regard, it is recommended that for LL.B. course, the requirements of attendance of Bar Council of India mentioned in Part IV – Rules of Legal Education (photocopy enclosed) may be followed i.e. 65% subject wise and 70% in aggregate and in case of LL.M. course, requirements mentioned in LL.M. (One year Course) Rules duly approved by the Syndicate (photocopy enclosed) may be followed, i.e. 75 per cent of the total lectures delivered and 66 per cent in each of the subjects.</p>
6.	University Business School	<p>The Board of Control in University Business School decided that in UBS, attendance would be counted paper-wise as per existing latest regulations given in Handbook of Information-2017.</p>
7.	University Institute of Engineering and Technology	<p>That shortage of attendance for the students of U.I.E.T. is determined subject-wise according to requirement of regulatory body. There shall be at least ten (lectures + tutorials) practicals/drawing classes during the semesters for every hour per week of a subject shown in the schedule of teaching. A student shall be eligible to</p>

		<p>appear in the examination only if he/she attended at least 75% of the total classes held in each subject during the semester.</p> <p>If he/she is short of attendance in any subject, he/she has to attend classes subsequently in that subject and can appear for examination only when 75% attendance requirement is met.</p>
8.	University Institute of Hotel Management and Tourism	<p>This is to inform you that:-</p> <ul style="list-style-type: none"> (i) There is no such Regulatory body attendance criteria for the UIHTM students. (ii) As per regulations of the UIHTM, 75% attendance in the lectures, seminars, case discussions, practical, syndicate sessions, field work, project work, etc., in each paper, is compulsory. Deficiency in the lectures will be condoned, as per Panjab University Rules. (iii) The Board of Control of UIHTM in its meeting held on 12.07.2017 suggested that the criteria of 75% attendance should be on aggregate basis instead of each paper basis (copy of minutes is attached).
9.	University Institute of Legal Studies	<p>The members of the joint meeting of the Academic and Administrative Committees, held on 12.7.2017, noted that UILS is governed by the Bar Council of India Rules of Legal Education and as per the BCI Rules the minimum attendance of the students will be over all 70% and 65% per subject which shall include participation/representation of the students in Moot Court Competition, practical training and other educational co-curricular activities, recommended by the concerned Committee Coordinator/members and approved by the Director.</p>
10.	University Institute of Pharmaceutical Sciences	<p>Rules & Regulations for the Masters of Pharmacy (M. Pharm.) Course framed by Pharmacy Council of India, New Delhi under Regulation, 2014</p>

		<p>Attendance and progress</p> <p>A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.</p>
--	--	---

The Rules for condonation of shortage of attendance, as per Handbook of Information-2017 will be applicable to the students of all the above Departments/Centres/Institutes, to the best of advantage to each student, i.e., the total lectures available for condonation under various categories (A) to (D) of Handbook of Information-2017 will be awarded to the individual paper/papers, wherever needed.

Sd/-
Dean of University Instruction

Issued to:

1. The Chairpersons/Directors/Coordinators,
All Teaching Departments/Centres/Institutes,
Panjab University,
Chandigarh.
2. The Directors, Panjab University Regional Centres, Ludhiana, Hoshiarpur, Muktsar,
Rural Centre, Kauni including Chairperson, VVBIS&IS, Hoshiarpur.