

### Attendance Rules

As directed by the Vice Chancellor, the norms for attendance to be implemented 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	<p>As per the Dental Council of India (DCI) revised BDS course Regulations, 2007, page Nos. 3 &amp; 4 the minimum attendance requirement is as under:-</p> <p>(i) 75% in theory and 75% in practical / clinical in each year.</p> <p>(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.</p>
2.	Dr. S.S. Bhatnagar University Institute of Chemical Engineering and Technology	<p>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-2018 to debar the students from appearing in the periodicals/sessionals as well as in semester examinations.</p>
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 percent of the total lectures delivered and 66 percent in each of the subjects.</p>

6.	University Business School	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-2018.
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 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> <p>(i) There is no such Regulatory body attendance criteria for the UIHTM students.</p> <p>(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.</p> <p>(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.</p>
9.	University Institute of Legal Studies	The members of the joint meeting of the Academic and Administrative Committees, held on 12.07.2017, 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.
10.	University Institute of Pharmaceutical Sciences	<p>Rules &amp; Regulations for the Masters of Pharmacy (M. Pharm.) Course framed by Pharmacy Council of India, New Delhi under Regulation, 2014.</p> <p><b>Attendance and progress</b></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-2018 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-2018 will be awarded to the individual paper/papers, wherever needed.

### Rules for Condonation of Shortage of Lectures

The Departments are to follow the process listed below to ensure that the rules framed for attendance are implemented in letter and spirit:

- i) Cases of those students who have not attended at least 33% lectures/tutorials/practicals etc. shall not be considered for condonation of shortage of lectures at all. This shall not be applicable to the candidates falling under '(C) (b) i)'
- ii) Attendance is to be counted from the date of admission in case of the student of first semester/year and for the ongoing classes attendance is to be counted from the date of start of teaching notified by the Dean of University Instruction.
- iii) Every department has to calculate shortage of attendance at 75% of total lectures/ tutorials/practicals etc. delivered/held every month as per the regulations of the course.
- iv) Teachers to submit cumulative attendance, with shortage at 75%, latest by 5th of every month (starting with the attendance upto 31st August to be submitted by 5th September) to the Chairperson.
- v) The Department to upload the same on the online Notice Board of the Department latest by 15th of every month and send a copy of the same to the office of the DUI for information.
- vi) All cases of shortage of attendance, complete in all respect, must reach the office of the DUI, at least one week before the commencement of end-semester examination.
- vii) Chairperson to certify the following:
  - a. Rules related to attendance have been displayed on the Notice Board of the Department and also put on the online Notice Board.
  - b. The information about attendance has been regularly uploaded on online Notice Board of the Department every month with intimation to the office of the DUI.

For calculating total semester-end shortage of attendance, Chairperson has the power to condone only a fixed percentage (or fixed number) of lectures/tutorials /practicals etc. delivered/held as per the regulations of the respective course. This power of condonation of shortage of attendance, as enshrined in the regulations of each course, has to be exercised judiciously for medical reasons, and for participating in cultural/sports/other activities for which detailed procedure has been outlined at '(C) (a) & (C) (b)'' or for any other exigency which the student might have faced. Further, the students covered under '(C) (b)'' can be given a further credit of an equal number of lectures delivered and tutorials, practical classes etc. held during the period he was away to participate in such an activity subject to the stipulated requirements and the limit of credit under this clause.

In addition, as per the decision of the Senate (12.10.2003, Para XXIII), the Vice Chancellor, on the recommendation of the Board of Control and for the reasons to be recorded, can condone shortage of lectures upto another 10 lectures delivered in various paper (s) to the best advantage of the candidate.

Further, the Syndicate has the power to condone lectures in various paper(s), for the reasons to be recorded, in cases of extreme hardship as outlined at '(D)'.

Further, Departments are to ensure compliance with the requirements of Regulatory Agencies, viz., AICTE/BCI/ DCI/MCI / NCTE/PCI etc.

#### (A) First ten working days from start of teaching

Ensure that first semester students are monitored for attendance in the first ten working days of start of teaching.

Admission of all such students who fail to attend at least 33% of the total lectures/tutorials/practicals etc. delivered/held in all the papers during the first ten working days from the start of teaching work shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below:

- i) By the 12th day after the start of classes for a particular course, the names of those students who fail to attend at least 33% of the total lectures / tutorials / practicals etc. shall be put up on the Notice Board and online Notice Board of the Department and also send a copy of the same to the office of the DUI. Within 4 days of the date of such notice, a student who is short of attendance may give in writing the reasons for his absence from the classes.
- ii) If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control/Joint Admission Cell, his admission shall be cancelled.
- iii) All the seats thus falling vacant shall be filled strictly in the order of merit from the waiting list or through subsequent counselling before the expiry of the last date fixed for admissions by the University.

- iv) When the admission of the student(s) is cancelled as stated above, the Department shall display on the Notice Board and online Notice Board, the list of the person(s) next in the waiting list and make admissions accordingly.
- v) Approval of cancellation of admission and permission to fill up the cancelled seat(s) to be sought from the DUI.

**Note:** *It is obligatory on the part of students to keep in touch with the Department concerned for the possibility of the seats to fall vacant.*

**(B) Monitoring of continuous absence from classes**

Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules (*PU Calendar Volume I, 2007*, Chapter VII (C), p. 151.). Striking the name off the rolls and re-admission must be got approved from the DUI.

**(C) Condonation of shortage of attendance**

- i) It is a mandatory requirement of UGC that a student must have minimum attendance of 75% of the total number of lectures/tutorials/practicals etc in each paper or as per the specific requirements of the regulatory bodies.
- ii) Regulations of each course permit condonation of fixed percentage (or fixed number) of lectures by the Chairperson on medical grounds, for participation in cultural/sports/ other activities, and for any other exigency which the student might have faced.
- iii) Departments to process and recommend the cases for condonation of shortage of attendance of only those students who have attended minimum 33% lectures/ tutorials/practicals etc.

The power of the Chairperson to condone a fixed percentage (or a fixed number) of lectures/tutorials/practicals etc. as enshrined in the specific regulations of each course includes condonation for medical reasons, and for participation in cultural/sports/ other activities for which procedure and limit has been outlined at '**(C)** (a) & '**(C)** (b)' or any other exigency [except condonation of attendance of extreme hardship cases listed at '**(D)**'] for which the procedure has been outlined below. The cases of extreme hardship on medical grounds will also follow the below-mentioned procedure:

**(a) Medical Reasons:**

- i) A student availing any benefit shall submit the relevant Medical Certificate/ document/evidence in support of his/her claim within 5 working days of joining the Department.
- ii) The Department will forward Medical Certificate for verification to Chief Medical Officer, Bhai Ghanaiya Ji Institute of Health, within 3 working days. However, the Medical Certificate should be countersigned by the candidate in presence of the Chairperson of the Department.
- iii) The Chief Medical Officer will not entertain any request made directly by the student in this regard. Every request has to be sent through the Department.
- iv) The Chief Medical Officer will verify the authenticity of the Medical Certificate and send it back to the department with clear-cut observations regarding acceptance or rejection of the Medical Certificate within 5 working days.
- v) The Chairperson shall certify that the candidate neither attended any class nor participated in any cultural/ extracurricular/other activities of the Department/ University during the period for which Medical Certificate has been submitted by the student.
- vi) For late submission of Medical Certificate, a fine of Rs.100/- per day (with a maximum ceiling of Rs. 2000/-) will be imposed on the student. The student shall be required to attach the receipt of payment of fine along with the Medical Certificate in the concerned department failing which his/her case for seeking condonation of attendance on medical grounds will not be processed.
- vii) In case the Medical Certificate/ document/evidence submitted by the student is found to be forged or fake, the student shall be liable to pay a fine of Rs. 15000/- **and** shall be debarred from appearing in the current semester examination (in case a student has already appeared in the current semester examination, the result of the same shall stand cancelled) and the student shall not be allowed admission in the next semester also. The student can seek readmission in the same semester, in which he/she submitted fake/forged certificate, next year.

In case of annual system of examination, apart from a fine of Rs.15000/, the student shall be debarred from appearing in the year-end examination (in case the student has already appeared in the year-end examination, the result of the same shall stand cancelled) **and** the student shall not be allowed admission in the next year also. The student can seek readmission in the same year, in which he/she submitted fake/forged certificate, after a

gap of full one academic session

**Note:** *The time period mentioned above under i), ii), and iv) shall have an overriding constraint of completing whole of the process of making the Medical Certificate available with the Department, forwarding to and verification of the same by the Chief Medical Officer before the final case is sent by the Department to the office of the DUI.*

**(b) Cultural/Sports/Other Activities:**

- i) A student who participates in Inter-University or University or Inter-Collegiate Tournaments or Youth Festivals or National and International Tournaments or similar other activities or NCC, or University educational excursions or N.S.S. or in any activity where a student has been deputed by the University (not by the department) be allowed credit for an equal number of lectures delivered and tutorial, practical classes etc. held during the period he was away to participate in such an activity.
- ii) For cultural activities of the University or Intra-Department activity conducted by the Department or educational excursions conducted by the Departments/Dean of Student Welfare or any other activity including placements, alumni relations, condonation of attendance will be made by the Board of Control of the concerned Department and in such cases condonation for attendance/ participation in such activities shall not exceed 10% of the total lectures delivered in that semester provided the student participates in such activities with prior permission of the Head/Chairman/ Principal concerned.
- iii) Such cases which are to be sent to the office of the DUI, must bear the Department's number and date on which the request of student was forwarded to the office of DSW for participation in such activities.

**(D) Condonation of shortage of attendance of extreme hardship cases, on the production of documentary evidence, in a semester:**

- i) In case of death of sister, brother, spouse, child, or either parent, number of lectures delivered during the period of absence of the student (maximum up to 10 working days from the date of death) will be condoned.
- ii) In case of inability to attend classes due to natural calamities/riots/law and order problem, number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- iii) In case of incapacitation caused due to illness/accident of self or family members (parents, sister, brother, spouse or child), number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- iv) In case of delivery of a child, number of lectures delivered during the period of her absence (maximum up to 30 days) will be condoned.
- v) In case of miscarriage or Medical Termination of Pregnancy (MTP), number of lectures delivered during the period of her absence (maximum up to 15 days) will be condoned.

(Syndicate Para 22 dated 25.02.2017)