



CIRCULAR FOR ATTENDANCE


Sub: Regarding provision of relaxation in Attendance for students

The University places utmost importance on active participation and regularity of students in the program. Additionally, participation of students in co-curricular activities is endorsed by the University. For students participating in Technical events/Cultural activities/ Sports Activities/ Ideathons/ Hackathons etc.and for students suffering from any medical disease/disorder, following are **reiterated in reference to the Regulations for the students of Undergraduate and Post Graduate Programs to be read along-with Ordinance 3 (A), 2019 for batches admitted in Academic Year 2019-20 onwards.**

- (i) A student has to put in a minimum of seventy-five percent attendance in aggregate of all the courses taken together in a semester:
- *Provided that the Dean (Academic Affairs)/Head of the Department may condone attendance shortage up to 10% for individual student for reasons to be recorded in writing;*
 - *Provided further that, under exceptional circumstances, the Vice-Chancellor may further relax the minimum attendance up to five percent;*
 - *Provided that under no circumstances, a student who has an aggregate attendance of less than sixty percent in a semester shall be allowed to appear in the end-term examination.*
- (ii) Relaxation provided in Clause (i) may be considered by Dean (Academic Affairs)/Head of the Department on production of documents showing that the student was either busy in authorized activities or Suffering from any medical disease/disorder.

Note:-

- (a) A student should submit the documents for the above relaxation, within seven days of resuming the studies. Documents submitted, thereafter, shall not be considered whatsoever.
- (b) No relaxation in attendance beyond Clause (i) shall be allowed in any case.
- (iii) A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester. She will be required to take re-registration for repeating all the courses of the said semester with the next batch of students. This way she will suffer the loss of one academic year at least.
- (iv) The University Enrolment Number of such student shall, however, remain unchanged and she shall be required to complete the program in a maximum permissible period of $(n + 4)$ semesters.
- (v) HoD shall declare the names of all such students who are not eligible to appear in the end-term examination, at least five calendar days before the start of the end-term examination and simultaneously intimate the same to the Dean(EA)/Controller of Examinations and Dean(AA).
- (vi) In case, any student appears inadvertently in End-Term Examination, who has been detained by the Department, the result of her examination shall be treated as null and void..


(Prof. Jasdeep Kaur Dhanoa)
Dean (Academic Affairs)

Dated: 10.01.2023

No. F. Academics/IGDTUW/CEC/2022-23/

Copy for information to:-

1. PS to Hon'ble Vice-Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. All Deans and HoDs
4. Guard File.


(Prof. Jasdeep Kaur Dhanoa)
Dean (Academic Affairs)