



Jawaharlal Nehru University  
New Delhi-110067

DR. SAJJAN SINGH  
ASSISTANT REGISTRAR (EVALUATION)

No. IV/Eval.II/28/AS/2018/

CIRCULAR

In continuation of Circular dated 22<sup>nd</sup> December, 2017, on the recommendation of the Committee constituted to frame the modalities/guidelines for the Attendance system of the students and its implementation, the Competent Authority has approved following Rules and Regulations for attendance to be effective from Winter Semester 2018.

1. For all Part-Time programme, B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, a minimum of 75% attendance in a course is mandatory for appearing in the end-semester examination of that course.
2. If a student of all Part-Time programme, B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, is absent from class on valid medical grounds, on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre, a minimum of 60% attendance will suffice for appearing at the end-semester examination of a course. For day scholars, the absence on medical ground may be approved by the Dean of the School/Chairperson of the Special Centre on the certification/verification of the medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre.
3. For M.Phil. and Ph.D. students, at least two contact/interaction sessions with the supervisor in a month is mandatory.
4. For M.Phil. and Ph.D. students, absence from the university on valid academic grounds, such as field work, seminar, conference, work-shop, training program, etc. must have prior approval of the Supervisor/ Chairperson the concerned Centre and the Competent Authority.
5. For M.Phil. and Ph.D. students, a total leave of 30 days in an academic year is allowed with permission of the Supervisor. The leave, however, will be part of their tenure of M.Phil. or Ph.D. programme. On all other days, the student will sign the attendance register.
6. Leave of absence will be granted by the Dean of the School/Chairperson of the Special Centre on the recommendation of the Research Advisory Committee to M.Phil. and Ph.D. scholars, on valid medical grounds, on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre. For day scholars, the absence on medical ground may be approved by the Dean of the School/Chairperson of the Special Centre on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre.
7. The attendance sheet, a specimen of which is attached, will be completed for each lecture/practical/ laboratory work by the course instructor/teacher. The attendance sheet will be submitted by the teacher on the same day to the Centre/School office. The Centre's/School's office will maintain the attendance records. At the end of every month, a copy of all the attendance sheets will be submitted by the Centre Office to the School Office.

1. Copy all attached page to faculty / lab technical of

2. Notice boards.  
10 January, 2018

3. MA / MPhil - PhD / PH  
Programme  
COC  
CH

8. For M.Phil. and Ph.D. students after course-work, the attendance register will be signed, and maintained in the respective office of the Centre/ School / laboratory.
9. For the interaction sessions of the M.Phil. and Ph.D. students, the supervisor will maintain the attendance records of the students. At the end of the semester, such records may be deposited in the Centre/School Office.
10. At the end of each month, the Centre/School office will put up a notice showing the monthly attendance of the students.

This issues with the approval of the Competent Authority.

Yours faithfully,



(SAJJAN SINGH)

Copy to:

1. All Deans Schools/Chairpersons of Special Centres/Centres
2. OSD to Vice-Chancellor
3. PS to Rector-I/Rector-II/Rector-III/Registrar/CoE
4. ARs of all Schools
5. All Notice Boards of Schools/Centres
6. President Students Union
7. Concerned File

