

12317/ESRD
18/1/18

JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI
Evaluation Branch

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

Date: 17/1/2018

Circular

This has reference to the meeting of all the Deans of the Schools and Chairpersons of the Special Centre with all the Rectors held on 16/1/2018 at 4.00pm in the committee room no. 225 in Admin. Block regarding implementation of the Attendance System in the University.

This is for kind information that the undersigned is directed by the Competent Authority to inform all the Deans of the Schools and Chairpersons of the Special Centres that the decision of the statutory bodies, i.e., Academic Council and Executive Council w.r.t. attendance system shall be adhered to by all concerned; and for the implementation of the same, following immediate steps be taken by all Schools/Centres/Special Centres:

1. The prescribed attendance sheet attached with the circular dated 10/01/2018 for marking/taking class-room attendance be provided to concerned faculty prior to the scheduled class of the concerned course.
2. The names and enrollment number etc. of the students of the concerned course be printed in the above mentioned attendance sheet to facilitate the faculty and the students.
3. An attendance register be kept in the School/Centre office, as the case may be, for marking of attendance of M.Phil./Ph.D. Students who have completed their course work successfully.
4. The Register should contain Name of the School/Centre, Date, Name of the Student, Enrollment number, Name of Supervisor, time, signature etc.

This issues with the approval of the competent authority



(Dr. Sajjan Singh)
Assistant Registrar (Evaluation)

Copy to

- OSD to VC
- PS to Rector-I/Rector-II/Rector-III/Registrar/COE
- All Deans of the Schools/Chairperson of the Special Centre/Centre
- All A.R. of the Schools
- President-Student Union
- All Notice Board
- Concerned file

Shannaji to ensure that the list of students attending course is made available to all faculty members,

Copy to all
Shukla

1. Sh. SK. Mahato
2. Sh. Dayanand Sharma
3. Sh. Jagdish Pd.

18.1.19

may pl. do the needful R. 18/1/19