



Jawaharlal Nehru University
New Delhi-110067

DR. SAJJAN SINGH
ASSISTANT REGISTRAR (EVALUATION)

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

06 April, 2018

Circular

This has reference to this office circular even no. dated 22/12/2017, 10/01/2018, 18/01/2018, 22/01/2018 and 08/02/2018 regarding implementation of attendance system in the University.

In this regard, all the Schools/Centres/Special Centres are requested to kindly provide attendance related information in the prescribed format attached at Annexure.

The information with respect to the attendance up to 31/03/2018 is required in prescribed format. After compilation of the information in the format, the same shall be sent to the Evaluation-II by the evening of 12 April, 2018.

This issues with the approval of the Competent Authority.

(SAJJAN SINGH)

Copy to:

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

MARCH, 2018

Format-1: Attendance Record for Course Work for the month of February

Name of Centre/School.....
 Course No. and Title
 Name of Faculty

Sr. No.	Name of Student	Enrollment No.	No. of lectures held	No. of lectures attended by the Student	% of attendance
1.					
2.					

Signature of the Dean/Chairperson

MARCH 2018
 February

Format-2: Attendance Record for Research Students (M.Phil./Ph.D.) for the month of February

Name of Centre/School.....

Sr. No.	Name of Student	Enrollment No.	Name of Supervisor	No. of working days	No. of days present	No. of days on leave	Unauthorized Absent	*Dates of meeting with supervisor
1.								
2.								

*The research student should meet at least twice in a month.

Signature of the Dean/Chairperson