



**Jawaharlal Nehru University
New Delhi-110067**

**DR. SAJJAN SINGH
ASSISTANT REGISTRAR (EVALUATION)**

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

04 May, 2018

Circular

This is in continuation of Circular dated 03rd May, 2018 to provide the attendance up to the month of April, 2018 in prescribed format. In case, attendance for the month of February, 2018 and/or for the month of March, 2018, if already sent, need not to provide.

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. Concerned file.

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

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 of 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

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

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

Format-1: Attendance Record for Course Work for the Month of April, 2018

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

Format-2: Attendance Record for Research Students (M.Phil./Ph.D.) for the month of April, 2018

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