

JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI
Evaluation Branch

Ref. No. IV/Eval.II/28/AS/2018/19

Date: 18/1/2018

Circular (revised)

This is in supersession of this office Circular even no. dated 17/01/2018, issued in 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 daily attendance of M.Phil/Ph.D. Students including those who are doing course-work.
4. The Register should contain Name of the School/Centre, Date, Name of the Student, Enrollment number, Name of Supervisor, time, signature etc.
5. This notification be put up on all respective Notice Board by Schools/Centres/Special Centres.

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/Consultant (Acad.III)

All Deans of the Schools/Chairperson of the Special Centre/Centre

All A.R. of the Schools

DR (Acad.III)

President Student Union

All Notice Board

Concerned file

*Copy forwarded to all the Faculty member
of the School for information and further follow up
action in the matter please.*

[Signature]
19/01/18
A.S.K.S.

NEW DELHI
Evaluation Branch

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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

*May be forwarded to all Centres
Chairpersons/Faculty members
For information and necessary actions*

*18/1/18
AR(SIS)*

Dean/SIS

प्रो. अजय कुमार पटनायक
PROF. AJAY KUMAR PATNAIK
Dean/Dean

अंतर्राष्ट्रीय अध्ययन संस्थान
School of International Studies
जवाहरलाल नेहरू विश्वविद्यालय
Jawaharlal Nehru University

Chairperson

Jawaharlal Nehru University

New Delhi

Evaluation Branch

R. FIV/Eval.II/28/SA/2017

Date:22/12/2017

Circular

This is notified for the information of all the Deans of the Schools/Chairpersons of the Special Centres/Chairpersons of the Centres of the University the Academic Council in its 144th (A) meeting held on December 01, 2017 vide item no. 08, has resolved to approve to make attendance compulsory for all regular registered students.

In view of the decision of the Academic Council, following has been approved by the Vice-Chancellor for implementation from the Winter Semester 2018.

- Attendance is mandatory from the next Semester, i.e., Winter Semester 2018.
- Attendance is mandatory for all students registered in all programmes, i.e., COP, DOP, ADOP, B.A., M.A., M.Sc. M.Tech., M.Phil., Ph.D. etc. of the University.
- All Schools/Special Centres/Centres are advised to maintain an attendance record of all students.
- A detailed guidelines/modalities will be circulated in due course of time after receiving of the recommendation of the Committee constituted as per the decision of the Academic Council.

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
- ARs of all Schools
- All Notice Boards of Schools/Centres
- President Students Union
- Concerned file

(Dear Sirs kindly see before circulating to all the Centres for information and necessary actions.)

tho 10.10.17 26/12/17

(Dean/S75)
Chairperson
all Centres
(Faculty members)

570
Pranab
27/12/17