



Jawaharlal Nehru University
New Delhi-110067

DR. SAJJAN SINGH
ASSISTANT REGISTRAR (EVALUATION)

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

01 June, 2018

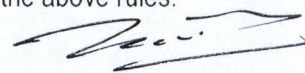
CIRCULAR

All Schools/Special Centres/Centres of the University are hereby informed that in continuation of Circular dated 10th January 2018, the Academic Council vide Resolution No. 3 (x) in its 145th (A) meeting held on 18.05.2018, has implemented the modifications in the **S26 Rules and Regulations for Attendance of the Students of the University** as under:

Existing Rules	Amended Rules
<p>1. For all programmes, B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, including part-time programme, a minimum of 75% attendance in a course is mandatory for appearing in the end-semester examination of that course.</p> <p>2. If a student of B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, including part-time programme, 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.</p> <p>3. For M.Phil. and Ph.D. students, at least two contact/interaction sessions with the supervisor in a month is mandatory.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>1. For all programmes, B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, including part-time programme, a minimum of 75% attendance in a course is mandatory for appearing in the end-semester examination of that course.</p> <p>2. If a student of B.A., M.A., M.Sc., M.Tech, MPH, PG Diploma and M.Phil. and Ph.D. course-work, including part-time programme, 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.</p> <p>3. For M.Phil. and Ph.D. students, at least two contact/interaction sessions with the supervisor in a month is mandatory.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<p>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.</p> <p>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.</p> <p>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.</p> <p>10. At the end of each month, the Centre/School office will put up a notice showing the monthly attendance of the students.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>10. At the end of each month, the Centre/School office will put up a notice showing the monthly attendance of the students.</p> <p>11. All fellowships/Scholarships (including MCM, Non-Net, etc.) holders are required to meet the prescribed minimum attendance to avail/continue with the concerned fellowship.</p> <p>12. Fellowship/Scholarship form(s) of the concerned student(s) will be processed only after they meet the minimum prescribed attendance.</p> <p>13. The University may do away with the present fellowship/scholarship form formats. Appropriate changes, with respect to attendance, may be incorporated into the scholarship claim form by the concerned section of the University for submitting the claim by the fellowship/scholarship holders from January 2018 onward.</p> <p>14. Student(s) will be eligible to appear in end-semester examinations only after meeting the prescribed minimum attendance of the concerned semester.</p> <p>15. A student will be eligible to register in the next semester only after meeting the prescribed minimum attendance of the previous semester.</p> <p>16. Student(s) ineligible to register in a semester will not be provided with any University facilities such as hostel, medical, etc.</p>
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All Schools/Special Centres/Centres are hereby requested to comply with the above rules.



(SAJJAN SINGH)

To:

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

All A.R. of the Schools

OSD to VC

PS to Rector-I/Rector-II/Rector-III/Registrar/COE/Joint Registrar (Admission)/

Consultant (Acad.III)

President-Students JNU Union

All Notice Boards of Schools/Special Centres

Concerned file