

Implementation of Guidelines for Repeat / Grant of Condonation of shortage of Student's attendance (Extract of SCAA res. Item. No. 47.2.1.22. dated 01.06.2018.)

01. As per the existing regulations, the eligibility for a regular student of any programme to appear for an end-semester examination of all the concerned courses is based on the overall percentage of that student's attendance in all such courses. However, with effect from the academic year 2018 - 19 and onwards, the eligibility for a regular student to appear for an end-semester examination of a **particular course** is based on his / her percentage of attendance **in that course**.

02. The details of attendance of a regular student in a course of any programme will be maintained by the concerned Course Teacher in the **Attendance and Assessment Record Notebook** provided by the University / Affiliated College and as endorsed by the Head of the Department. The attendance details of all the students of a course will be displayed periodically after each Internal Assessment and by the concerned Course Teacher in the respective Departmental Notice Board.

03. It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each course and ensure that he / she satisfies the attendance norms prescribed by the university. If a student observes any discrepancy / error in the attendance status, he / she shall immediately bring the same to the notice of the concerned course Teacher for redressal.

04. An attendance of 75 % in a course is the minimum requirement for a regular student to appear for an end- semester examination in that particular course.

05. The students who secure an attendance between 60 % and 74 % in a particular course due to genuine reasons such as medical / participation in sports / accidents etc. shall be permitted to appear for end-semester examination in that course, by submitting the due medical / other certificates duly endorsed by the Head of the Department / Principal along with a payment of **condonation fee**, as prescribed by the University, at the point of time.

06 . Candidates can seek condonation for shortage of attendance for one or more number of courses at a time in a semester but only once during the entire period of the programme of study. However, the Vice – Chancellor shall grant additional condonation, based on the merit of the case, upon representation through proper channel. The condonation fee is for each course in a semester and shall be paid accordingly.

07. The students who secure an attendance below 60 % in one or more courses in a semester shall repeat the course.

REGISTRAR