OFFICE MEMO

As authorized by the Academic Council at its meeting held on 9.8.2014, the Vice-Chancellor in exercise of powers vested in him under Section 19(3) of the AMU Act, XL of 1920 and on behalf of Academic Council and Executive Council has approved the following requirement and computation of attendance:

1. Attendance of all the newly admitted students will be computed from the date of their admission.
2. Attendance of all the students seeking continuation / re-admission will be computed from the date of commencement of classes. However, the attendance of students whose continuation has been delayed due to non-declaration of their previous year’s result, shall be counted from 6th day after the declaration of result. Attendance of foreign students as well as sports persons will be computed from the date of their continuation / re-admission.
3. There shall be only one Ordinance (Academic) relating to computation of attendance for all the courses except for the Faculty of Medicine and Faculty of Unani Medicine. In these Faculties, norms of regulatory bodies shall be applicable.
4. Attending 75% classes in each [subject] course of study will be compulsory.
5. There shall be no condonation of attendance. Students have to put in 75% Physical attendance in each course separately to be eligible to appear in the Examination of that course. The concession of 25% attendance includes absence due to medical related issues and unforeseen emergencies.
6. The percentage of attendance obtained by a candidate falling short by a decimal fraction shall not be rounded off to the next whole number.
7. If a student becomes eligible for promotion to next semester / year after the commencement of classes due to re-evaluation, the attendance of such student shall be computed from the next day of declaration of his / her re-evaluation result.
8. If a student is permitted by the Vice-Chancellor / Academic Council on mercy grounds to continue his / her study, the attendance of such a student shall be computed from the next day of such permission.
9. If the attendance of a student is computed from a date other than the date of commencement of classes due to late admission / permission by Vice-Chancellor, he / she will have to fulfill the attendance requirements from that date only. However, he / she will also have to ensure physical attendance of at least 55% of the total attendance computed from the date of commencement of classes in each course separately to be eligible to appear in the examination of that course.
10. If a student participates in a local / out-station event relating to sports, games, tour, camp, social, cultural or literary event with the prior permission of the Vice-Chancellor and submits a proof of participation in the aforesaid event within two weeks of close of the event to the Dean of the Faculty concerned, such a student shall be deemed to have been present for the duration for which the permission was granted.

Explanation: A student will be awarded all attendance for the classes held during the period of participation. No attendance will be
11. Attendance for Sessionals / Mid- Semester Examinations shall be marked and considered in computation of total attendance in a similar manner as that of regular classes even if the Sessionals / Mid- Semester Examinations are conducted by suspending the classes.

Explanation: A student who was present in a Sessional / Mid- Semester Examination of a course of one hour duration will be awarded one attendance in that course and so on.

12. If a student has been suspended from the rolls of the University and:
   i. has subsequently been exonerated, the attendance during the period of suspension shall be deducted from the total attendance while computing his / her attendance.
   ii. has subsequently not been exonerated, but allowed to continue his / her studies, the period of suspension shall be treated as period of absence while computing his / her attendance.

These rules will be applicable for all courses of study of the University, AMU Centres and its maintained Institutions (including Schools), except for the Faculty of Medicine and Faculty of Unani Medicine from the session 2014-15. All existing Clauses, including provisos, relating to attendance requirements and condonation of attendance in all Chapters of the Ordinances (Academic) / Regulations of all courses of study in the University shall stand deleted from the session 2014-15.

(Dr. Asfar Ali Khan)
Officiating Registrar
November 10, 2014

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Copy to:
1. All members of Executive Council
2. Deans of the faculties & Dean Students’ Welfare
3. Chairmen of the Departments of Studies and Heads of Offices
4. Principal of Colleges & Polytechnics/Schools
5. Directors/Coordinators of Centres/Institutes/Units
6. Coordinator, A.M.U, Centres
7. Coordinator, B.E. (Evening)
8. Chief Medical Superintendent, JNMCH
9. Provosts of Halls of Residence and NRSC
10. Proctor
11. Acting Librarian, M.A. Library
12. OSD (Development)
13. Deputy Registrar (Councils) to report to the A.C & E.C.
14. Deputy Registrars, Deputy Finance Officers, Deputy Controllers
15. Public Relations Officer
16. Incharge, CCAE
17. Assistant Controllers (Research Unit) along with file
18. Assistant Registrars, Assistant Finance Officers and Assistant Controllers
19. Assistant Registrars, Vice-Chancellor’s and Pro-Vice-Chancellor’s Secretariat
20. P.S. to Finance Officer
21. SPA to Registrar and Controller of Examinations

Officiating Registrar