

OFFICE OF THE CONTROLLER OF EXAMINATIONS ALIGARH MUSLIM UNIVERSITY, ALIGARH

D.No. Xm/1957

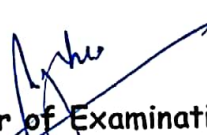
Date: 19.07.2023

NOTICE

The classes for various courses of Undergraduate & Postgraduate programs - III, V, VII & IX Semester (2023-24) have commenced from 17 July 2023 and the classes for the students admitted in 2023-24 academic session will tentatively commence from 1 August 2023.

In light of the above, the following is hereby notified:

1. The attendance of students shall be computed as per rules laid down in Chapter XVII of Ordinances (Academic) as approved by the Academic Council. (Copy enclosed).
2. Attendance of all students will be displayed on the Notice Board/ University Website by the concerned Dean/ Chairman/ Principal/ Director/Coordinator on monthly basis.
3. Students have to put in the requisite attendance to be eligible for appearing in the examinations.


Controller of Examinations
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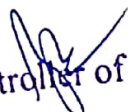
Copy to:

1. All Deans of Faculties/Principals of Colleges/Women's Polytechnic with the request for displaying the attendance on monthly basis with a copy to Controller's Office.
2. DSW/Proctor
3. University Librarian, M.A. Library
4. OSD (Development)/OSD (VC Office)
5. Nodal Officer, AMU Centres for information to respective AMU Centres
6. Coordinator, NEP Cell
7. Assistant Registrar, Vice Chancellor's Secretariat for information
8. Senior Programmer, Computer Cell, COE Office for uploading the same on website
9. PS to Registrar/Finance Officer/Controller of Examinations

Rules for Attendance of Students as per Chapter–XVII of Ordinances (Academic)

A candidate shall be deemed to have undergone a regular course of study for the period specified for the course to be eligible to appear at the examination, if he has fulfilled following attendance requirements: -

- 1) Attendance of all the newly admitted students will be computed from the date of their admission.
If a newly admitted student fails to secure at least 30% aggregate attendance at the end of First semester/year, his/her admission to the concerned course of study shall stand cancelled with no provision of re-admission.
Such a candidate shall have to appear in the Admission Test afresh in the subsequent academic session(s) for admission.
- 2) Attendance of all the students continuing their studies, including those permitted under mercy, will be computed from the date of commencement of classes.
If a student fails to secure at least 30% aggregate attendance after one month of the commencement of the classes in a Semester/ Year without valid reason, his/her admission to the concerned course of study shall stand cancelled. Such a student may apply to the Dean for re-admission in the next academic session stating the reasons for not being able to obtain the requisite attendance and the Dean will take suitable decision on the merit of the case. Such candidates shall not be allowed hostel accommodation.
However, the attendance of foreign students as well as students admitted under invited sportsperson category will be computed from the date of their continuation/registration.
- 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) **Attendance in each course separately is compulsory at least once. Students who have put in 75% or more physical attendance in a course will be eligible to appear in the Examination of that course.**
- 5) Students who have put in 65% or more but less than 75% physical attendance in a course may be considered for condonation of shortage of attendance in that course by the condonation committee. Students whose physical attendance in a course is less than 65% or whose shortage in attendance has not been condoned will not be eligible to appear in the Examination of that course.
However, in case a student is permitted to repeat a course and the student has already fulfilled the attendance requirement in that course, he/she will not be detained due to shortage of attendance in that course in the subsequent Examination.
- 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 late declaration of result/re-evaluation, the attendance of such student shall be computed from the next day of declaration of his / her result.
- 8) If a student participates in a local / out-station event relating to sports, games, tour, camp, social, cultural, literary or academic 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 by the Dean's Office for the classes held during the period of participation.
 - No attendance will be awarded for participation on Sundays / Holidays or the days in which classes were not held.
 - No attendance will be awarded if the proof of participation is submitted after two weeks of the close of the event.
- 9) 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.
- 10) If a student was suspended from the rolls of the University, unless specified otherwise, the period of suspension shall be treated as period of absence while computing his / her attendance


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