OFFICE OF THE CONTROLLER OF EXAMINATIONS
ALIGARH MUSLIM UNIVERSITY

OFFICE MEMO

D.No./ 1647 /Exams

Date: 12.11.2026

As per the authorization given in the Ordinary meeting of the Academic Council held on 30 June 2026, circulated vide D.No. C.I.- A.C. (824)/2039 dated July 28, 2026, the Vice-Chancellor has approved the revised attendance rules for the students to be incorporated in Chapter XVII of the Ordinances (Academic).

The revised rules, as given in Annexure-I, shall be applicable from the session 2026-27.

Controller of Examinations
परीक्षा नियन्त्रक / کنٹرولر امتحانات
CONTROLLER OF EXAMINATIONS

Enclosure: Annexure-I of Attendance Rules

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2. D.S.W./Proctor
3. All Chairpersons, Departments of Studies
4. Directors/Heads of all Centres
5. Coordinator, NEP Cell
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Rules for Attendance of Students as per Chapter–XVII of Ordinances (Academic)

1. Attendance in all regular courses of studies shall be computed for each paper separately to determine the eligibility of a student for appearing at the examination of that paper.

Provided that the rules for attendance and eligibility of students enrolled in various courses governed by Regulatory bodies (e.g. courses in Faculty of Medicine, Faculty of Unani Medicine etc.) shall be as specified by the Regulatory bodies concerned.

2. The attendance record of all students in each paper will be maintained by the teacher concerned based upon roll calls (or any equivalent operation) in every engaged Lecture / Tutorial / Practical / Seminar / Project / Dissertation (as applicable)

The Dean of the Faculty shall ensure that all Chairmen of the departments assign the task of attendance upload / display to the teacher concerned at the beginning of each Semester / Year. He shall also ensure that all the departments in his / her Faculty have uploaded the attendance on the designated portal / Departmental webpage at the end of eight weeks of commencement of teaching (and / or as notified by the University from time to time) and immediately after the end of teaching of the semester / year concerned.

The uploaded attendance of each paper shall be forwarded by the Chairman concerned and approved by the Dean on the portal, for information of all concerned.

The teacher concerned shall also submit the attendance register in the Office of the Chairman concerned immediately after the end of teaching for the Semester / Year concerned

For papers where more than one teacher has been assigned, the department shall assign a Course In-Charge who shall upload the attendance after compiling all attendance records from all the concerned teachers.

3. Attendance computation by the teacher / Course In-Charge concerned shall be done as per the following norms:

- Every engaged Lecture class will count as one unit.
- Every engaged tutorial class will count as one unit.
- Every engaged Practical / Seminar / Project / Dissertation class will count as one unit irrespective of the number of periods assigned to it in the Time-Table.

4. 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. The Dean shall forward all such approvals through the Chairman, to the teacher(s) concerned, well before the end of teaching so that the same may be incorporated in the attendance to be uploaded.

Explanation:

- A student will be awarded all attendance (i.e. marked present) 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 or after the end of teaching for the semester/ year concerned.

5. Attendance for Sessional / Mid- Semester Examinations shall be marked and considered in computation of attendance by the teacher concerned in a similar manner as that of regular classes.

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

6. 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.

However, if a suspended student is exonerated and his/her suspension revoked, the attendance of such a student will be computed after excluding the period of suspension.

7. Attendance of all the newly admitted students will be computed from the date of their admission or date of commencement of classes, whichever is later.

8. Attendance of all the students, continuing their studies, including those permitted under mercy, will be computed from the date of commencement of classes.

However, 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 a student shall be computed from the next day of declaration of his / her result.

9. The registration of all such students whose physical attendance in a paper is less than 50% at the end of eight weeks of commencement of teaching for the semester / year concerned, such a student will be put on probation, and, in case, the student does not make efforts to make up for the shortfall of attendance, his /her registration in the paper concerned may be cancelled by the University at any point of time, irrespective of whether he/she has been issued Registration Card for the same.

10. If a student has been detained due to shortage of attendance in more than one paper in a semester /year, he/she may be denied hostel accommodation in the next academic session. However, such a student will be eligible to apply for hostel accommodation after one-year period provided he/she is able to fulfil the attendance requirements in the detained papers and fulfil all other conditions for eligibility as notified by the University from time to time.

11. It shall be the responsibility of the students to keep track of their attendance in all registered papers during the semester / year continuously. The University shall not be responsible if a student is unable to do the same and gets detained in any / all registered papers, due to shortage of attendance, in a given Semester / Year.

12. It is compulsory for every student to attend ALL classes of the registered papers. However, students who have put in 75% or more physical attendance in a registered paper at least once shall be eligible to appear in the Examination of that paper.

However, in case a student is permitted to repeat a paper and the student has already fulfilled the attendance requirement in that paper, he/she will not be detained due to shortage of attendance in that paper in the subsequent Examination.

13. Students who have put in 65% or more but less than 75% physical attendance in a registered paper shall be conditionally eligible to appear in the Examination of that paper subject to condonation of shortage of their attendance in the paper concerned by the University.

14. The registration of all such students whose physical attendance in a paper is less than 65% at the end of teaching for the semester / year concerned, will automatically stand cancelled and all such students will not be eligible to appear in the Examination of that paper, irrespective of whether they have been issued Admit Card for appearing at the Examination.

Such a student may, if permissible, register in the concerned paper afresh in subsequent academic session(s) only.

15. If a student who has not fulfilled the attendance requirement in a paper resulting in cancellation of his/her registration, appears at the examination of that paper, then the student will be doing so at his/her own risk and cost and:

- All marks obtained by the student in any component of the course evaluation of that paper will stand cancelled.
- His / Her examination answer book of concerned paper will not be evaluated and, if evaluated inadvertently the same will not be considered.
- He / She will be marked as detained on account of shortage of attendance in the results.

16. The percentage of attendance obtained by a candidate falling short by a decimal fraction shall not be rounded off to the next whole number.

17. There shall be a standing Attendance Condonation Committee of each Faculty comprising of:

1. Dean of the Faculty – Convener & Chairman
2. Principals of Colleges/Polytechnics of the Faculty (wherever applicable)
3. Chairmen of Departments of the Faculty
4. Co-ordinators of Centres of Studies of the Faculty (wherever applicable)
5. Directors of AMU Centres (wherever applicable, in Online Mode)

18. The standing Attendance Condonation Committee shall examine all cases for condonation of shortage of attendance, if any, and give appropriate recommendations for consideration and approval of the Vice-Chancellor.

19. **Rectification of discrepancies in Attendance records**: To report any discrepancy in their recorded attendance for a particular paper, a student must submit an application to the Chairman of the concerned department prior to the commencement of examination for the Semester/ Year concerned.

The Chairman shall examine the attendance records of the student in the concerned paper and also take the report of the teacher / Course In-Charge concerned and communicate the discrepancies, if any, along with the relevant records to the Dean of the Faculty concerned for consideration.

The Dean of the Faculty shall examine all cases for rectification of errors in the uploaded attendance well before the declaration of results of the course concerned and give appropriate recommendations for consideration and approval of the Vice-Chancellor whose decision in the matter shall be final.

Provided further that no correction in attendance record of any student shall be considered after the declaration of result of the course concerned.