



DEPARTMENT OF EVENING STUDIES – MULTI DISCIPLINARY RESEARCH CENTRE

ATTENDANCE RULES

1. Admission of all such students who fail to attend at least 33% of the total lectures delivered in all the papers during the first 10 working days from the start of teaching work in the course concerned shall be cancelled after following the due procedure as per P.U. Rule (see P.U. Handbook of Information – 2023, Part-A, Page-38).
2. Overall minimum 75% attendance of a student of total lectures delivered by the teacher in a semester is compulsory as per P.U. Rule (see P.U. Handbook of Information – 2023, Part – C, Page 26).
3. Students will take prior permission to participate in sports or cultural activities outside the University and submit the certificate/documentary proof regarding his/her participation in the department within a week.
4. Certificate for donating blood should be submitted within a week from the date on which student donated blood.
5. Medical record in accordance with the University Health Centre should be submitted within 5 working days after joining the class. For late submission of Medical Certificate, a fine of Rs.100/- per day (with a maximum ceiling of Rs. 2000/-) will be applicable on the student as per P.U. Rule (see P.U. Handbook of Information – 2023, Part-C, Page-27).
6. Record/documentary proof for exemption from the class due to a genuine reason should be submitted by the student within a week.
7. Attendance of the students will be uploaded on notice board of the department on 15th of every month and students should be made aware about the status of their attendance every month.
8. Cases of those students who have not attended at least 33% lectures/tutorials/practicals etc. of the total lectures delivered in a semester shall not be considered for condonation of shortage of lectures at all.
9. Every student shall attend his/her classes regularly on all working days

Neeraj Jain
26/7/23
CHAIRPERSON