



No. AUD/AA/2023/15

Date-09-08-2023

**NOTIFICATION****Attendance Policy for the Undergraduate & Post Graduate Students**

This is to bring to your kind notice that all Undergraduate and Post Graduate programmes across the University, the minimum attendance requirement shall be 75% of all class held in each courses of the programme.

Any student falling short of the requirements shall be considered **ABSENT** in all assessments for the course, and will be required to reappear for the course as per the rules of assessment and promotion.

A relaxation of 5% may be given based to the student for participation in University level extension and co-curricular activities, and for representing the University in various events and competitions, only with the prior permission of the Dean of the School. Under no conditions, the Dean of the concerned School may condone the attendance shortfall of a student with less than 70% attendance.

On account of extreme exigencies, the student may appeal for additional relaxation to the competent authority through the Dean of the School.

It was suggested that the University should adopt an Attendance Recording System in electronic/online mode wherein faculty can fill the attendance record electronically during the class. All faculty members shall ensure updating of the attendance in the online portal on a daily basis, and monthly alerts to be sent to the students who fall short of the minimum requirements.

This is issued with the approval of the Competent Authority

**Dean (Academic Affairs)****Copy for Information to:**

1. Office of the Vice-Chancellor, Dr. B.R. Ambedkar University Delhi
2. Registrar, Dr. B.R. Ambedkar University Delhi/ Office of the COF
3. All Deans of School/ Divisions/ All Directors of Centers/ Director IT Services.
4. Webmaster- For uploading on the intranet and website.