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Controller of Examinations

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14th November 2017

CIRCULAR

Mandatory Attendance Requirement and Exemptions for Regular Mode Semester Exams
Excerpts from Examination Regulations under CBCS:

- 2.15 Attendance:** In order to appear in SSE, the student must have passed in all CIE /practical/viva-voce as case may be and fulfill minimum consolidated attendance norm of 75%. The attendance norms shall be further subject to additional requirements of professional and technical programs. For example in teacher education programs the minimum consolidated attendance requirement is that of 80%.
- 2.15.1** Further in the case of teaching practice/field work in teacher education (like B Ed and M Ed) and Master of Social Work programs respectively the students must also fulfill the minimum attendance requirement of 90%. The students failing to secure the minimum attendance in practical work of these programs shall not be allowed to appear for the semester end exams and they shall be required to repeat the semester.
- 2.15.2** A relaxation of not more than 10% of the attendance shall be extended on valid medical ground on the production of medical certificate subject to acceptance by HoD/Principal and approval by Dean of school concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are subjected within two weeks of the said illness. A student deputed by the University to take part in any co-curricular or extra-curricular or sports or like may be given an additional concession of not more than 5% of attendance.

Consequent the Clause 2.15 of CBCS Regulations all faculty members are required to update the final class attendance of the concerned courses/papers/practical's by 30th November 2017. IUMS shall use the same to calculate the aggregate attendance for the release of Hall Tickets/Admit Cards and also for calculation of paper/course/practical wise Marks weightage for attendance. HoDs to ensure that program wise all attendance is submitted in IUMS exam software by due date.

Any exemption for attendance as per Clause 2.15.2 must be considered by concerned HoDs/Principals strictly as per details outlined therein and proof submitted by the student. If the HoD/Principal is satisfied, the same shall be forwarded to the Dean of the School concerned for Approval. In case of Polytechnics/CTEs/Satellite Campuses cases shall be referred to the Dean of the subject concerned.

HoDs/Principals in their recommendation must mention the exact number attendance (sum total of exact number of classes held during the period of medical illness/extra/co-curricular) that is to be given in lieu of medical illness/extra/co-curricular. However, the total number of attendance so given should not exceed the prescribed ceiling.

All such recommendation along with requisite documents/proof by HoDs/Principals must be sent to Dean, School concerned latest by **30th November 2017**.

The Dean of the School concerned shall review the each individual case in the light of recommendations for approval. The Dean of the School concerned shall send the consolidated list of all duly approved cases to Joint Director CIT latest by **1st December 2017** (with a copy to COE).

CIT shall update the same in the total attendance of the concerned student and if it results in the minimum aggregate attendance, the Hall Ticket/Admit Card shall be released to the student id for download.

There shall be no extension in time lines and no other consideration in attendance exemption except as prescribed by clause above.

Mohd. Shahid
14/11/2017
Controller of Examinations

To: All Concerned

All Deans of Schools/All Heads, Department of Studies/Off Campuses/Jt. Director, CIT
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