

## Attendance Marking in case of late registration

**New system is Proposed for Marking Attendance in case registration is changed/updated after start of classes.**

From Spring Term, 2018-19, attendance will be calculated as per the following rule:

- (I) **For New admission/Freshmen students:** The students(both Indian and international) who take late admission or change their program after start of session or course registration is changed after start of classes due to any other reason , the attendance will be calculated from the start of classes or last date of admission whichever is later.
- (II) **For continuing students:** If courses are registered late to students (both Indian and international) for the reasons mentioned above, the attendance shall be calculated from 1<sup>st</sup> day of start of classes for that particular program.

(a) Process to be followed for attendance consideration from last date of admission/first day of start of program:

| Category               | Cases   | Action proposed  |   |   |   |   |
|------------------------|---|--|---|---|---|---|
| Freshmen/New admission | In case student was given admission after last date of admission was closed(under exceptional circumstances)            | All previous attendance from start of classes or last date of admission whichever is later till date of registration of courses to be considered as Absent.                        |   |   |   |   |
| Freshmen/New admission | In case student took admission before last date of admission but later changed his program intermediately in first term | <b>All courses of new program are different from old program</b>   |   | <b>Some courses of new program are same as old program</b>  |   |   |
|                        |   | Student has attended no class in old program   | Student has attended the classes in old program   | Student has attended no class in old program  | Student has attended the classes in old program | <ul style="list-style-type: none"><li>Attendance of common courses to be shifted/considered without any change.</li><li>For courses which are not common, number of lectures attended by student in those number of</li></ul> |
|                        |   | All previous days attendance from the start of classes or last date of admission whichever is later upto date of registration of courses in new program to be considered as Absent | <ul style="list-style-type: none"><li>No. of lectures attended by student in previous program to be counted.</li><li>The same count of attendance to be shifted to new program.</li></ul> | All previous days attendance from the start of classes or last date of admission whichever is later up to date of registration of courses in new program to be considered as Absent |   |   |

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|---------------------|---|---|--|---|---|
|                     |   |   |  |   | <p>courses in the previous program to be counted.</p> <ul style="list-style-type: none"> <li>The same count of attendance to be shifted in new program.</li> </ul>  |
| Freshmen Students   | Electives are registered to students after they join the University | Attendance of all such courses will be calculated from date of registration. AOCs to take responsibility of the attendance rectification of students. |  |   |   |
| Continuing Students | Student's registration is changed due to reasons mentioned above    | <b>In case all the courses under new registration are completely different from previously registered courses</b>                                     |  | <b>In case some of the courses under new registration are common and rest are new</b> |   |
|                     |   | Student has attended no class under old registration  | Student has attended the classes under old registration  | Student has attended no class under old registration                                  | Student has attended the classes under old registration   |
|                     |   | All previous days attendance from start of session upto date of new registration to be considered as Absent   | <ul style="list-style-type: none"> <li>No. of lectures attended by student under old registration to be counted.</li> <li>The same count of attendance to be shifted upto new registration.</li> </ul> | All previous days attendance upto date of new registration to be considered as Absent | <ul style="list-style-type: none"> <li>Attendance of common courses to be shifted/considered without any change.</li> <li>For courses which are not common, number of lectures attended by student in those number of courses under old registration to be counted.</li> <li>The same count of attendance to be shifted in the new registration.</li> </ul> |

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|---|--|
| Status of Non-Promoted student is marked Active after start of term   | <b>Attendance of all such student will be calculated from the date of registration courses.</b>                                  |
| Continuing Students registering in Backlog courses  | <b>Attendance of students registered in Backlog Courses will be calculated from the date of registration of backlog courses.</b> |
| Freshmen students(Migration Cases) registering in backlog courses   | <b>Attendance of students registered in Backlog Courses will be calculated from the date of registration of backlog courses.</b> |
| <b>In case registration of student is changed when student is not at fault e.g. modification in scheme or cancellation of OJT/Training etc., it is the responsibility of the respective AOC/TPC (as the case maybe) to get the attendance rectification done by forwarding the case to DAA with valid reasons. DAA to forward the case to Division of InfoTech after recommendations of HD-DAA for rectification.</b> |  |

**(b) Continuous Assessment:**

Decision on awarding of CA to the students will be taken on case to case basis as per University Policy.