

Attendance Policy

(For All Diploma/Under Graduate/Post Graduate Courses/Programmes)

R.1 Attendance

- a) The minimum attendance requirement in each course shall not in any case be less than 80% of the scheduled classes/sessions/periods etc. in the course. However, the period of absence from classes owing to university assignments will be treated as attendance for the purpose of the rule. This shall also include the absence with prior permission for following activities:
 - i. For Competitive/Recruitment Examination
 - ii. For appearing GATE/NET/SLET examination or equivalent examinations.
 - iii. For participating in conferences/seminars/workshops under University banner.
- b) Notwithstanding anything contained above on account of bonafide illness or any other reason deemed reasonable by the Course Coordinator/HOD/Director, he/she can condone the absence up to 10% in the prescribed course. Such leaves can be directly sectioned by Course Coordinator/HOD/Director. To avail leave on medical grounds, student/guardian must inform the Course Coordinator/HOD/Director about the details of illness and inability to attend the classes on the very first day of his absence by any mode. In case of delay informing the university, the medical leave shall be sanctioned from the day the university is informed, subject to other conditions being fulfilled.
- c) Students claiming relaxation in minimum attendance on medical grounds should produce documentary evidence, as soon as possible in support of his/her claim. The student should submit medical fitness certificate issued by any registered medical practitioner.
- d) For beyond 10% in any genuine case, the decision to condone the absence will be taken by the Director General on merit. The minimum attendance requirement in each course shall not in any case be less than 60% after all relaxation.
- e) Status report on attendance shall be notified twice, once in middle of the semester and before the End Semester Examination.

Attendance and Promotion Policy (For All Diploma/Under Graduate/Post Graduate Courses/Programmes)

- f) If a student gets a job in Police Department, the student must immediately inform the University with complete details of the training/job with supporting documents and may apply for exemption in attendance criteria for appearing in the semester end examination. On verification and approval by Director General, the student can be exempted from minimum requirement of attendance and he or she may be allowed to appear in the semester end examination. However, the student will have to produce a no objection certificate for appearing in examination from the competent authority of his or her training centre or workplace.

This rule shall be applicable to:

- i. For Diploma & PG Diploma students who are in their final semester of the course.
- ii. For Degree students who are in their final year of the course.

However, if a student gets a job in any other Department/Agency other than Police Department, decision of exempting him from the attendance criteria can be taken by Director General on looking to the merit of the case.

- g) If a student falls short of minimum required attendance, he/she will not be allowed to appear in the end semester examination but he will be promoted to the next semester. However, he/she will be required to repeat the semester after seeking re-admission in the semester after the completion of final semester on payment of semester fees as prescribed by the Regulations of the University.
- h) Attendance shall be taken by any mode (like manual or from any kind of device) as time to time decided by university.