



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

IMU/CIR/RO/Attendance/2015

Dated:27-7-2015

CIRCULAR – 1528

Sub: Revised Ordinance prescribing the Attendance Requirement for Students to appear in University Examinations and the Norms for regulating Break in Studies.

- Ref:1. AC resolution in Agenda Item No: AC 2015-13-14
2. EC resolution in Agenda Item No: EC 2015-31-28

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The revised Ordinance prescribing the Attendance Requirement for students to appear in University Examinations and the Norms for regulating Break in Studies as approved by the Executive Council based on the recommendation of the Academic Council is as follows:

“Ordinance prescribing Attendance Requirement for Students to appear in University Examinations and the Norms regulating Break in Studies.

1. The minimum number of working days for each semester i.e. the actual number of days for holding lectures, tutorials, seminars, practicals, etc., shall be 90. On an average during a semester, the lecture hours shall be not less than 30 hours a week, and practicals, field work, industry visits, library and computer lab shall be not less than 10 hours a week.

2. Students should attend all the classes regularly and punctually.
3. Attendance shall be marked at the beginning of each class. Students coming late to any class by more than 10 minutes will be marked absent for that period.
4. Students coming to class/practicals without proper uniform (wherever uniform has been prescribed) will be marked absent.
5. Each working day is divided into two sessions, i.e. the forenoon session and the afternoon session. If a student is absent for a single lecture hour or practical class in a session, he shall be marked absent for the entire session, i.e. he will lose half a day's attendance.
6. All students must put in a **minimum of 75% of attendance** in order to appear in the end-semester examinations (Theory and Practical) of the Indian Maritime University.
7. The minimum percentage of attendance should be calculated only in terms of the total working days in the semester and not in terms of classes or subject-wise.
8. A higher percentage of attendance may be required for a student who is in receipt of scholarship or other assistance.
9. Students representing the affiliated Institute/University/State/Country in extra- curricular activity meets/competitions, sports competitions, seminars, etc., with the proper permission of the Campus Director/Principal concerned shall not be marked absent; such students shall be *deemed to have attended the classes* subject to a ceiling of 10% of the total working days in the semester.

10. If a student has put in less than 75% but above or equal to 65% of attendance, owing to reasons such as medical, bereavement or any other, the Campus Director/Principal is empowered to condone the shortage of attendance subject to the collection of the prescribed ***Condonation Fee for Attendance***.
11. There will be no condonation of attendance below 65% under any circumstances whatsoever. A student who has put in less than 65% attendance will not be permitted to write the university's end-semester examination and will not be permitted to move to the next semester. It will be treated as a case of 'Break-in-Studies' and he will be required to repeat the incomplete semester in the next academic year. Before rejoining the Programme, he must pay (i) the ***Condonation Fee for Break in Studies*** as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor. No requests for ratification will be entertained.
12. However, such students are permitted to write the arrear examinations of *previous semesters*.
13. It shall be the responsibility of the Campus Director/Principal to send to the Controller of Examinations in the prescribed format (i) the Attendance Particulars of all the students, and (ii) the Attendance Particulars of students who are eligible for and have paid the Condonation Fee for Attendance – separately for each Programme – at least 14 days before the commencement of the examinations or such other date as may be prescribed. Hall tickets will not be issued or the results will be withheld in respect of candidates who are required to pay but have not paid the Condonation Fee for Attendance.

14. Where a candidate withdraws on his own, for any reason, in the middle of an academic year, *under written intimation to the Campus Director/Principal concerned with a copy marked to the Controller of Examinations*, in order to take a 'Break in Studies', such candidate will be permitted to rejoin the same Campus/affiliated institute within a maximum period of 3 years at the beginning of the incomplete semester or at the beginning of the next semester if he had completed a semester at the time of withdrawal. Before rejoining the Programme, he must pay (i) the *Condonation Fee for Break in Studies* as prescribed by the University, (ii) pay the Semester Fees for the concerned semester once again where he is repeating an incomplete semester, and (iii) obtain prior permission from the Vice Chancellor. Provided however that where the IMU Campus or the affiliated institute or the concerned Programme is no longer in existence, permission will not be given to rejoin after the Break in Studies. No requests for ratification will be entertained."

This will take effect from the Academic year 2015-16.


REGISTRAR

To

All Campus Directors

All Affiliated Colleges