



भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur

No. IITJ/OAA/Circular/2024-25/51/682

Dated: 08 July 2024

CIRCULAR

Subject: Amendment in the Attendance Policy of the Institute for the Students

The Senate in its 38th Meeting held on 26th June 2024 vide resolution number 38.2.7 approved an amendment to the existing attendance Policy.

Existing policy: As per the current policy for attendance in courses, a student should have full attendance in each course. Unless the student takes a leave of absence for valid reasons, the student has to attend every lecture, tutorial, or lab session. The attendance records must be made available to the student after every lecture. Even if the student's attendance falls below 75%, the student will be allowed to appear for the exams. Students not meeting the attendance criterion of 75% will be required to score at least a C grade to pass a course. These students would be awarded an F grade if their marks are lower than the cut-off for a C grade in a course.

Revised Policy: According to the recent Senate and Board-approved policy, *students' examination performance is no longer linked to their course attendance*. As per the amendment in attendance policy a student is expected to have full attendance in each course unless the student takes a leave of absence for valid medical or bonafide reasons. In any case, the attendance of a student should not fall below 75% in a course. The attendance records must be made available weekly to all students enrolled in a course by the instructors/TAs. The Course Instructor/TAs must inform students about the attendance policy of the course at the beginning of the course in the First Course Handout (FCH), and

- If a student remains absent from a class without sanctioned leave for more than two weeks, then the course instructor may recommend the de-registration of the student from the course.
- If a student is found to be absent from all academic activities for four or more than four weeks (not necessarily contiguous) in a semester, with or without sanctioned leave, then his/her registration will result in automatic semester withdrawal for all the courses.



- If a student's attendance falls below 75% without any valid reason, the instructor can recommend de-registration from the course to the SUGC/SPGC.
- This policy supersedes the earlier policy in totality.



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Copy to for information

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4. All Faculty
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6. Office of Academic Affairs record file