



# RASHTRIYA RAKSHA UNIVERSITY

(An Institution of National Importance)

No RRU/ Attendance Guidelines/2023/50

Date: 19 / 08 / 2023

Ref: Minutes of the 25<sup>th</sup> Academic Council held on 14<sup>th</sup> March 2023.

## RRU Attendance Guidelines-2022

### 1. Preamble

This RRU Attendance Guidelines-2022 shall be applicable to all academic programmes, unless specifically differentiated in the Programme structure/details from 2022-23 Academic Session.

### 2. Attendance:

- Attendance of a minimum of 75% of the total number of classes held in each subject is compulsory. A student failing to obtain 75% attendance in a given subject is prohibited and shall not be allowed to appear in the semester-end examination for that(those) subject(s).
- In the case where a student has been detained, she/he will be required to re-register/admit himself for that subject when it is again scheduled to be offered.

### Rule of Compensation of Attendance:

Percentage of Attendance	Action
75% to 100%	Eligible for Exam in given subject
60% to 74%	Eligible only pertaining to reasons stated below: <ul style="list-style-type: none"><li>• Medical Reasons/grounds which includes Accident, Hospitalization, Contagious diseases, etc. *</li><li>• Bereavement in Family # #</li><li>• Extreme Personal or Family Situation</li><li>• Based on the students past record in academics and also discipline</li><li>• Any other unforeseen reason as decided on a case-to-case basis shall be determined by the Programme Coordinator and approved by the respective School Director.</li></ul>



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	<p>*The supporting documents from a medical expert, authenticated by University Medical Centre, for Medical Reasons/grounds which includes Accident, Hospitalization, Contagious diseases, etc need to be submitted through the Hostel Warden/ Assistant Warden (hosteliers) and their Programme coordinator and School Director (for non-hosteliers) within 7 days;</p> <p>## Intimation in writing about Bereavement in Family; Extreme Personal or Family Situation needs to be submitted through the Hostel Warden/ Assistant Warden (hosteliers) and their Programme coordinator and School Director (for non- hosteliers) within 48 hours.</p>
Below 60%	Detained for the Subject and not allowed to write the end semester exams.

### 3. Hybrid & Online Mode:

- Based on the decision taken by the University in regards to the mode of conducting the classes i.e. Online, Physical, or Hybrid, the students shall be responsible to make themselves available for every class. However, in the case of Online or Hybrid sessions, the attendance shall be considered as if the students were physically present and the attendance shall be counted accordingly. The student will be marked present (In Hybrid or Online mode) in case their cameras are switched on. The onus of ensuring good data connectivity rests with the student.

### 4. Medical Certificate:

- Students or their parents shall be duty-bound to intimate the University well in advance about the Medical Conditions if any with a supporting Certificate from Government approved Medical Practitioner.
- In case of any doubt arising out of the application and interpretation of criteria for a particular case, the University shall contact the statutory or technical bodies established under the relevant state or national acts and guidelines, whose decision shall be final and binding. Students must clearly note that such a situation may delay the decision of granting permission for the relevant examination.





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- University reserves the right to get it verified by a Medical Officer recommended by University and the decision of the University in such cases will be final and binding.

### 5. Internship:

- Students shall be eligible to get an exemption from attending classes in case they are on an internship (up to two months per annum) that has to be pre-approved by their respective School, provided the student meets the requirements of academics and discipline.
- Students will be responsible for missed classes and no claim of any nature shall be entertained, moreover student will need to clear the exams.

### 6. Entrance/Competitive Exam:

- Students will get exemption from attending classes in case they need to appear for any Entrance/Competitive exams for which Prior intimation must be given.

### 7. Reporting by Student:


- Students shall report immediately to their school in case they cannot attend classes or remain present for specific reasons.

### 8. Dispute regarding interpretation:

- In case of any confusion in the execution of said provision, the decision of the University Dean shall be considered final, although it doesn't supersede the power as conferred to Pro-Vice-Chancellor and Vice-Chancellor in the removal of the difficulty.

### 9. Removal of difficulty:

- In case of any dispute regarding any part of the Guidelines, the decision of the Pro-Vice-Chancellor and the Vice-Chancellor, RRU shall be final and binding.

  
19.6.2022  
(Dr. Akshat Mehta)  
University Dean