

## STUDENTS' ATTENDANCE REGULATIONS

A well-defined attendance policy is essential for maintaining academic integrity, discipline and consistent student engagement. It promotes regular participation in classrooms, fosters a healthy learning environment and helps faculty identify students who may need academic or personal support. The policy also ensures fairness and transparency in evaluating student eligibility for examinations and other academic privileges. This policy outlines the expectations and requirements regarding student attendance in academic activities to ensure consistent engagement and academic progress.

### 1. Preamble:

The STUDENTS' ATTENDANCE REGULATIONS will be applicable to all academic programs offered by Adani University and its constituent institutions from 2025-26 academic session, except for the programs under Faculty of Management Sciences. This policy supersedes all previous versions or communications regarding student attendance.

### 2. Attendance Rules:

**2.1.** The students admitted to Adani University are expected to maintain an overall 100% attendance. However, under normal circumstances, the students are permitted to maintain an average minimum attendance of 80% to write the Term End Examination. For the rest 20% attendance, the allowed relaxation is distributed as follows:

#### 2.1.1. Personal Leave:

Students are allowed to manage their personal matters such as health, family responsibilities and any other personal issues producing proof or reason for the absence duly signed by their parents/guardians. In all such cases, the Program Office of the respective Faculty should be intimated by official/registered email within a week of availing the leave. Additionally, students are expected to make up for any missed classes and complete all pending Continuous Class Assessment components.

#### 2.1.2. Academic and Extra-Curricular Leave:

Students are allowed to avail leave for

- Participation in outside University events



- Participation in University events

The students nominated/selected by the University to volunteer and/or participate in various events within and/or outside University like expert talks/seminars/workshops /technical fests or taking part in co-curricular/extra-curricular events will be permitted participation provided the student applies in writing for such a leave in advance and obtain sanction from the Head of the Department/Program Chair for academic related requests; or from the Coordinator(s), Student Affairs Committee for extra-curricular related requests.

The following conditions should be applicable for all such requests:

- Students should ensure they make up for any missed classes and complete all Continuous Class Assessment components in a timely manner
- This allowance will not be applicable for students with <60% attendance

For participation in any such event, the names of the students will be forwarded by the activity coordinator to the Head of the Department/Program Chair/ Coordinator(s), Student Affairs Committee at least two days before the commencement of the event after verifying the supporting documents. The Head of the Department/Program Chair/Coordinator(s), Student Affairs Committee will review and sanction the 'On Duty' attendance of the listed students during the final attendance review.

**2.2.** Although 100% attendance is expected from the students, an average minimum attendance of 80% (Clause 2.1) is mandatory to write the Term End Examination. Additionally, students taking leave with the consent of the Head of the Department/ Program Chair for exceptional cases may be allowed an additional 10% relaxation (i.e. maintaining an average minimum of 70% attendance) and will be permitted to write the Term End Examination subject to approval from the Dean of the Faculty for the following cases:

### **2.2.1. Medical Grounds:**

- Injury or illness of a student that is too severe or contagious to attend class physically or participate in course requirements
- Critical illness of a family member (grandparents/parents/siblings)

In all such cases, students or their parents/guardians should intimate the Program Office of the respective Faculty and the Head of the Department/ Program Chair immediately by official/registered email about the medical conditions with supporting documents and a medical certificate from Government approved medical practitioner. University reserves the right to verify



the documents by a Medical Officer recommended by the University and the decision of the University in such cases will be final and binding.

### 2.2.2. Bereavement in Family:

- Death of a close family member

In such a case, students or their parents/guardians should intimate the Program Office of the respective Faculty and the Head of the Department/ Program Chair immediately by official/registered email and the same must be approved by the Head of the Department/Program Chair.

**2.3.** In extraordinary situations, the Provost may also give additional condonation of absence not exceeding 5% in a semester. Extraordinary situations are those which are unusual or remarkable in nature. The Dean of the Faculty may bring such cases, along with valid and adequate evidence, to the notice of the Provost office for relaxation from the average minimum 70% condition stated above (Clause 2.2) after going through case by case. This can be granted for a student only once in the duration of a program.

### Rules for Compensation of Attendance

**Table 1**

<b>Average Attendance</b>	<b>Action</b>
80% - 100%	Eligible to write the Term End Examination (Clause 2.1)
70% - 79.99%	Eligible to write the Term End Examination pertaining to exceptional cases stated below (Clause 2.2) <ul style="list-style-type: none"> <li>• Severe medical grounds which include accidents, hospitalization, contagious diseases etc., subject to submission of valid medical certificates (Clause 2.2.1)</li> <li>• Bereavement in family (Clause 2.2.2)</li> </ul>
65% – 69.99%	Eligible to write the Term End Examination pertaining to the extraordinary issues to be decided on a case-to-case basis (Clause 2.3)
Below 65%	Detained for the current semester and not eligible to sit in the Term End Examination but can appear in the subsequent backlog examination conducted by the university*



### 3. Detention due to Shortage of Attendance:

A student is marked as detained in a semester based on the guidelines below:

- a. A student must maintain an average minimum of 80% attendance (as per the Attendance Rules mentioned above) to be eligible to appear in the Term End Examination, failing to fulfill this condition will deem such a student to be detained in the semester and he/she will not be allowed to appear in the Term End Examination. He/she can appear in the subsequent backlog examination along with other students appearing for the backlog examination conducted by the university.
- b. However, special cases where the lack of attendance can be condoned can be referred to in the Attendance Rules:
  - Up to a maximum of 10% of attendance on exceptional cases listed in the **Table 1**
  - Up to a maximum of 5% of attendance on extraordinary situations to be decided on a case-to-case basis

### 4. Dispute regarding interpretation:

In case of any confusion or ambiguity regarding attendance matters, the decision of the Dean of the respective Faculty shall be considered final, although it doesn't supersede the power as conferred to Provost in the removal of the difficulty.

### 5. Removal of Difficulty:

In case of any dispute regarding any part of the Regulations, the decision of the Provost shall be final and binding.

*\*(Approved by the Academic Council: Ref: AU/MoM\_AC\_06/02-2025 dated 16-07-2025 – Agenda Item No. AC06.10)*



Registrar



Provost



**Copy to:** Provost Office, Registrar Office, IQAC Office, All Deans, All HoDs/Program Chairs, Student Affairs Committee, Program Office (FEST, FOS, FMS)