

An extract and clarifications of changes in rules and systems of Lovely Professional University (Applicable w.e.f. Session 2013-14)

Lovely Professional University has always valued feedback from its different stakeholders – especially from students and teachers. We can boast of a formal system of feedback in the University which supplements the informal mechanisms for feedback on issues such as curriculum, pedagogy, evaluation and other rules and systems of the University.

Feedbacks on some key issues were taken from students and staff in session 2012-13. All the feedbacks were thoroughly considered and after deliberations in high level committees the following changes have been made in the ‘Academic & Examination Rules for Regular Programmes’ which have been enforced w.e.f. Academic Session 2013-14.

I. ATTENDANCE REQUIREMENTS

Minimum attendance requirements for students enrolled in Full-time and Part-time Regular Programmes :

1. (a) Students of the University are expected and encouraged to attend all the classes of every course. A student should attend 80% or more in aggregate of delivered classes, in all registered courses of theory (lectures and tutorial) and practical (including workshops training, seminar, projects, training etc.) of the concerned term including optional / additional , elective / specialization and backlog courses.
(b) A relaxation of 05% in attendance is granted to take care of a student’s absence due to medical reasons and other genuine exigencies.
2. It is mandatory for a student to have a minimum of **75%** attendance in an individual course **to earn marks for attendance** in that course. Marks for attendance will be awarded to Full –time regular students only.

Marks would be awarded as per the following table:

Percentage Attendance	Marks (applicable for Full-time Programmes only)
90% or more	5
85% or more but less than 90%	4
80% or more but less than 85%	3
75% or more but less than 80%	2

No marks will be given for attendance below 75%.

3. Shortage of attendance upto a maximum of 10% may further be condoned in genuine cases, by a competent authority, based on the student's past attendance record.

Aggregate attendance percentage in the previous term(s) available	Percentage shortage in attendance that may be condoned* (for Full-time and Part-time Programmes)
90% or more	10
85% or more but less than 90%	8
80% or more but less than 85%	6
75% or more but less than 80%	4

4. An aggregate attendance below **65%** shall not be condoned.
5. For condoning the shortage of attendance, the competent authority will be guided by the following norms:

(a) In case of Continuing students of Semester programmes:

The aggregate attendance of the immediate two previous terms will be taken into consideration. Percentage shortage in attendance that may be condoned would be determined by taking the **sum of the immediate two previous terms aggregate attendance** as per table in point no. 3, subject to a **maximum condoning of 10% in a term.**

Illustration:

A student of batch 2012-13 of B. Tech. (4 years) had an aggregate attendance of 82% in the Autumn Term (Term –I) of Session 2012-13 and 84% in the Spring Term (Term – II) of Session 2012-13. If he/she falls sick in the Autumn Term of Session 2013-14 and has an aggregate attendance in this term of 67% i.e. he/she falls short of the minimum required attendance of 75%, then the shortage in attendance will be condoned based on his/her immediate previous two terms' attendance. For the Autumn Term of Session 2012-13 he/she gets a benefit of 06% (as per table in point no. 3 the attendance was between 80% -85%) and for the Spring Term of Session 2012-13 he/she will get the benefit of 06% (as the attendance was between 80-85%). The sum of these two percentages comes out to 12% (6+6) but the attendance shortage will be condoned upto a maximum of 10%. By adding 10% to his/her attendance of 67% his attendance exceeds 75% thereby making him/her eligible for appearing in ETE of all courses of that term.

(b) For Freshmen students in the Autumn term of the first year of admission of Semester programmes:

In the Autumn Term of the first year / year of admission, where previous two terms' aggregate attendance is not available, aggregate attendance percentage will be calculated separately for **'before MTT'** and **'after MTT'** periods. Percentage shortage in attendance that may be condoned would be determined by taking **double of the higher of the two percentages** as per table in point no. 3, subject to **a maximum condoning of 10% in a term.**

(c) For students in the Spring term of the first year of admission of Semester programmes:

In the Spring Term of the first year / year of admission, percentage shortage in attendance that may be condoned would be determined by taking **double of the aggregate attendance percentage of the immediate previous term** as per table in point no. 3, subject to a **maximum condoning of 10% in a term.**

(d) From the second year onwards, condoning would be done as in case of continuing students.

(e) For Freshmen students of Annual programmes:

In the first year / year of admission, where previous two years' aggregate attendance is not available, aggregate attendance percentage will be calculated separately for **'before MTT'** and **'after MTT'** periods. Percentage shortage in attendance that may be condoned would be determined by taking **double of the higher of the two percentages** as per table in point no. 3,

subject to a **maximum condoning of 10% in a year**. The same will be applicable to annual programmes having duration of one year.

(f) For Continuing students of Annual programmes:

i. In the second year, percentage shortage in attendance that may be condoned would be determined by taking **double of the aggregate attendance percentage of the immediate previous year** as per table in point no. 3, subject to a **maximum condoning of 10% in a year**.

ii. From the third year onwards, the aggregate attendance of the immediate two previous years will be taken into consideration. Percentage shortage in attendance that may be condoned would be determined by taking **the sum of the immediate two previous years' aggregate attendance** as per table in point no. 3 subject to a **maximum condoning of 10% in a year**.

6. Shortage in attendance will be condoned on the basis of the attendance from the immediate previous term(s) and will be added to compute the attendance of the current term only if a student's aggregate attendance in current term is **more than or equal to 65%**. In case a student's aggregate attendance is less than 65%, he/she will be detained and awarded fail grades in all courses in that term.

7. The condoned shortage in attendance will be added in the aggregate attendance of the current term if a student is not able to meet the operational minimum attendance requirement as applicable to him/her. If after adding the condoned attendance, a student satisfies the minimum attendance requirement, then the student will be allowed to appear in ETE otherwise the condoned attendance is not added in the aggregate attendance but it is added in attendance of individual courses and the student will be allowed to appear in the ETE of only those courses in which the student satisfies the attendance criteria after adding the condoned attendance.

8. The benefit of condoned attendance will only be for calculating the eligibility condition for appearing in ETE. Advantage of condoned attendance points will not be given for earning marks.

9. (a) A student will be considered eligible to appear in the End Term Examination as per the following conditions:

i. If a student's aggregate attendance after condoning, is more than or equal to 75%, he/she will be allowed to appear in ETE of all the courses registered in the term.

- ii. If a student's aggregate attendance after condoning is less than 75 %, then he/she will be allowed to appear in ETE of only those courses in which his/her attendance is equal to or more than 75%. In all other courses, he/she will be detained and awarded 'F' grades.
- (b) Eligibility for appearing in the End Term Examination in courses with L- 0 T- 0 P- 0
- i If the student is partially detained in a term, he/she would be allowed to appear in the Examination or Viva of the courses with L- 0 T- 0 P- 0.
 - ii A student, who is fully detained in a term, will not be allowed to appear in Examination or Viva of such courses.

Illustration:

A student of batch 2012-13 of B. Tech. (4 years) had an aggregate attendance of 75% in the Autumn Term (Term –I) of Session 2012-13 and 76% in the Spring Term (Term – II) of Session 2012-13. If he/she falls sick in the Autumn Term of Session 2013-14 and his/her aggregate attendance in this term is 65% i.e. he/she falls short of the minimum required attendance of 75%, then the shortage in attendance will be condoned based on his/her immediate two previous terms' attendance. For the Autumn Term of Session 2012-13, he/she gets a benefit of 04% (as the attendance was between 75% -80%) and for the Spring Term of Session 2012-13 he/she will get the benefit of 04% (as the attendance was between 75-80%). The sum of these two percentages comes out to 08% (4+4). By adding 08% to his/her attendance of 65% his attendance becomes 73%. In this case the student's aggregate attendance after condoning is less than 75%, therefore he/she will be allowed to appear in ETE of only those courses in which his/her attendance is more than 75%. In all other courses, he/she will be detained and awarded 'F' grades. Such a student will be partially detained and will be allowed to appear in the Exam or Viva of the courses with L- 0 T- 0 P- 0.

10. If any regulatory authority has imposed stricter conditions on attendance for a particular programme, the same shall prevail. In case a regulatory body has imposed conditions on attendance which are less than the University's minimum prescribed attendance requirement, the University's attendance criteria shall prevail.
11. Where a regulatory body requires that the attendance in practical and theory be computed separately, a student must meet the minimum prescribed attendance in aggregate in theory and practical separately.

12. If any regulatory body, for any programme, has imposed any other condition in addition to the minimum attendance requirement for determining the students' eligibility for appearing in the End Term Examinations, the same shall be applicable.

13. These minimum attendance requirements will be applicable in case of late admitted students also. No compensation for the loss of any component of evaluation such as CA, MTT etc. will be allowed, so if the assignment or any other component has been missed due to late registration/admission; a student will not get credit for that component.

14. The University may also prescribe stricter attendance norms for some course(s) eg: PEP courses or courses related to Live Projects etc. or any other course as deemed fit by the University. The stricter attendance norms will be applicable in that particular course(s).

