



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
शैक्षणिक कार्यालय

Office Order

IISERB/DOAA/2019/232
June 4, 2019

Sub: Attendance System for Students

Ref: Senate 53 (Agenda Item No. 53.17) dated May 24, 2019.

The Senate has approved the implementation of the attendance system as follows:

1. 75 % attendance will be mandatory for appearing in the end-semester examinations. Additionally, monthly course wise attendance of the student will be sent to the parent via email once the provisions for the same is made in the automation portal.
2. Academic Affairs office will communicate information to the parents on the unauthorized absence of students for more than five consecutive days by email and SMS. More than one such event will lead to suspension for the entire semester.
3. Unauthorized absence of students for more than 2 weeks shall lead to suspension for the entire semester and the same shall be communicated to the parents by registered post. In all the above cases, the full semester fee paid by the student will not be reimbursed.
4. End-semester mark sheets will be sent to parents by email at the end of each semester.
5. If a student is not in a position to attend classes/research labs on working days, leave request must be submitted to the Office of Academic Affairs. Any unauthorised absence will lead to deduction of fellowship.
6. For Integrated Ph.D./Ph.D. students, attendance register must be maintained in the departmental office. Monthly attendance must be submitted to Office of Academic Affairs duly signed by HoD for release of fellowship.

Dean, Academic Affairs

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