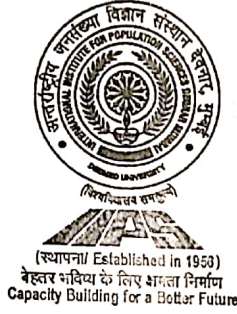


अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान  
(विश्वविद्यालय समतुल्य)\*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन  
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत



International Institute for  
Population Sciences  
(Deemed University)\*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Govandi Station Road, Deonar, Mumbai -400 088, INDIA

No.IIPS/Acad./IO - 1547/2019

July 27, 2019

NOTICE

The Academic Council in its meeting held December 04, 2018 has approved the enclosed Attendance Rules for the regular courses of IIPS from the Academic Year 2019-2020. All the students are hereby instructed to follow the Attendance Rules.

*R. Nagarajan*

**(Prof. R. Nagarajan)**

Incharge – Academic Section

NOTICE BOARD

**IIPS - ATTENDANCE RULES FOR M.A./M.Sc. IN POPULATION STUDIES,  
M. SC. IN BIostatISTICS AND DEMOGRAPHY, MASTER OF POPULATION  
STUDIES (MPS), AND M.PHIL AND PRE-PH.D. COURSE WORK IN  
POPULATION STUDIES AND BIostatISTICS AND DEMOGRAPHY.**

1. **Attendance Record:** Teachers shall record daily attendance of all the students in every class and in every paper and submit the attendance record of the students at the end of the semester. The teachers shall carry the attendance register with them to the class for marking the attendance and should not leave the register in the custody of students. In case of more than one teacher teaching a paper, the register shall be passed on to another teacher when one completes his/her portion. The attendance record shall be shown to the students at any time during the semester to monitor their attendance levels'.
2. **Attendance:** Attendance of at least 75% of the lectures delivered in each semester is required failing which the student shall not be allowed to appear for the semester-end examination.
3. **Relaxation of Attendance:** Absence on medical grounds and family distress shall be offset against the 25% concession in attendance already granted. However, if absence on medical grounds exceeds 25%, the student may submit a Medical Certificate and other relevant documents and request for condonation of shortfall in attendance on medical/family distress grounds. A Standing Attendance Review Committee (SARC) constituted by the Director shall examine such absence on a case-to-case basis to determine the eligibility. SARC may consider further relaxation in attendance up to 50% in exceptional cases, only under medical/family distress grounds.
4. The percentage of attendance of the students shall be prepared paper/course-wise and submitted to the SARC within three days after the completion of classes for the semester. The attendance record of the students reviewed and approved by the SARC shall be displayed on the Notice Board within five days after the completion of classes for the semester.
5. Students invited for presenting a paper in a conference/seminar/workshop/symposia may submit an application to the Director with relevant documents through the Course Coordinator, seeking leave of absence. Such applications shall contain an invitation letter from the organizer of the conference / seminar/workshop/symposia and the full paper. If approved, such absence shall be treated as "on duty" and the student concerned shall be granted attendance during the period of absence. Such absence shall not be more than five lectures per paper per semester.

6. A student representing IIPS in extra-curricular or co-curricular activities conducted outside IIPS at inter-college/university/state/national levels may submit an application to the Director, through the Course Coordinator, seeking leave of absence. If approved, such absence shall be treated as 'on duty' and the student concerned shall be granted attendance during the period of absence. However, absence on account of such co-curricular or extra-curricular activities should be supported by documentary evidence issued by the appropriate authority.
7. Students who are inducted as members of the core organizing teams/committees for organization of institutional events such as Seminar/Workshops/Placements/Cultural Events, etc. shall be eligible for relaxation in the requirement of attendance up to a maximum of five lectures per paper per semester. However, the list of such students shall be duly certified by first by the Faculty Coordinator for such Institutional events, and thereafter by the Course Coordinator.
8. **Appeal:** A student who has any grievance about the attendance record may represent to the Director, in writing, within three days from the date of display of the eligibility list approved by the SARC. The Director shall verify the accuracy of attendance records and shall dispose of the complaint within a period of three days. The decision of the Director in such cases shall be final and binding upon the student.
9. **Re-registration:** A student who had a shortfall of attendance not approved by SARC and not condoned by the Director shall re-register for appearing in the examination in the subsequent academic year. He/she shall pay one full semester-fee and re-examination fee to be considered for re-registration. Such re-registered candidates shall be eligible to sit for the examination conducted during the same semester of re-registration. Attendance of 75% is not compulsory in the classes for such re-registered students. Hostel accommodation for such re-registered students may be considered by the Hostel Warden at students' concessional rate, subject to availability of rooms.

Applicability: The above attendance rules shall be applicable to all the regular teaching programmes of IIPS, viz., M.A./M.Sc. in Population Studies, M. Sc. in Biostatistics and Demography, Master of Population Studies (MPS), and M.Phil and Pre-Ph.D. Course Work in Population Studies and Biostatistics and Demography.

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