



# National University of Modern Languages

## Academics Branch

### (Student Guidelines)

#### **SOPs Students Mandatory Attendance**

- a. The attendance criteria to sit in the final exams as per decision of 14<sup>th</sup> Academic Council Meeting held on 10 July 2017 is as under: -
  - i. 75% attendance (subject wise for all Degree level programs) for all students.
  - ii. 75% cumulative attendance for all students of Functional language courses.
  - iii. 80% attendance for Pak Armed Forces sponsored personnel.
- b. The student who has less attendance in any subject of his / her discipline semester will not be allowed to sit in the end semester exams of that subject.
- c. It is responsibility of Deans / HoDs and Regional Directors to direct / intimate all students to maintain their mandatory attendance.
- d. Monthly / semester attendance may be prepared as per para-1 and highlight the below criterion attendance at the end of every month / semester. The attendance should also be displayed on Departmental Notice Boards/ Electronic Board for information of the students and forwarded to Exams Branch for necessary action with a copy to Academics Branch for information.
- e. Students not fulfilling the attendance criterion should be warned in writing by respective HoDs / RDs at the end of each month with intimation to Exams and Acad Branches. In case a student does not improve his / her attendance after the 1st warning, a letter should be sent to their parents / guardian informing them of the student's attendance state.

**For any query or further clarification, please contact @ 051-9265118,051-9265119**