



मनुष्यवती भूमिरर्थः

**ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL
MANAGEMENT**
(Ministry of Finance, Government of India)

No.: T-19011/1/2023-MBA(FM)

Dated: 14th October, 2024

CIRCULAR

Subject: Importance of Classroom Attendance

As per the institute's rules, a minimum of 80% attendance in aggregate per term is required for a participant to be eligible to appear in the term-end examination. Additionally, a minimum of 75% attendance in each subject is required to qualify for the examination in that subject. Participants failing to meet these attendance requirements will not be permitted to sit for the examinations.

In this trimester, the institute has implemented an online Learning Management System (LMS) for recording attendance. The following system has been used to calculate subject-wise and overall attendance: Present: 2 points marked; Absent: 0 points marked; and Leave: 1 point marked.

It has been brought to the attention of the competent authority that the class attendance of participants in Term IV of the MBA (FM) 2023-25 batch was in the range of 50% to 60%, which is not acceptable. All participants are hereby reminded that regular attendance is crucial to fully benefit from the course. Active participation during lectures and interaction with faculty in the classroom is essential for achieving the desired learning outcomes.

The submission of formal leave applications has been introduced to discourage absenteeism. Approved leaves will result in such as Earned Leave (EL) being deducted from the participant's account as per the prevailing rules.

Participants are advised to maintain regular attendance to derive maximum benefit from the program. Going forward, participants are expected to avoid taking frequent leave unless there is an emergent reason, supported by relevant documentation.

Please note, while the competent authority has condoned attendance shortages for Term IV under exceptional circumstances, no such condonation requests will be entertained in future terms.


[Prof. (Dr.) Brajesh Kumar]
Program Director – MBA (FM)

Copy to: -

1. All participants of MBA (FM)
2. PS to Director-AJNIFM – for information