

Dated: 10<sup>th</sup> January, 2025

To

Director,  
Regional Services Division (RSD),  
IGNOU,  
New Delhi - 110068

**Subject: Mandatory Practical Attendance Requirements for Practical Courses of SOCIS Programmes including Online Programmes - Reg**

Dear Sir/Madam,

There are several queries from various Regional Centres / LSCs regarding the attendance for the practical courses of SOCIS programmes. This communication is issued to ensure adherence to the mandatory practical attendance requirements for all learners, as outlined in the programme guides corresponding to their respective SOCIS programmes including online programmes.

It is imperative that practical attendance is treated as a compulsory component for all students. Please may note the following:

- **Attendance Compliance:** Each student must meet the minimum practical attendance criteria for each practical course specified in their respective programme guide.
- **Monitoring and Reporting:** All LSCs are instructed to maintain accurate attendance records for practical sessions and submit periodic reports to the Regional Centre concerned.
- **Non-Compliance:** Students failing to meet the minimum attendance criteria will be required to pay a pro-rata fee and reappear for the respective practical course.
- **Communication to Students:** Kindly inform all students under your LSC/Work centre about this mandatory requirement and the associated procedure of non-compliance.

Your cooperation in implementing this directive is crucial to maintaining the quality and integrity of our SOCIS academic programmes. For any clarifications or further information, please feel free to contact the School.

Thank you for your support.

(Prof. Sandeep Singh Rawat)  
Director, SOCIS

आचार्य संदीप सिंह रावत / Prof. Sandeep Singh Rawat  
निदेशक / Director  
कम्प्यूटर एवं सूचना विज्ञान विद्यापीठ / SOCIS

**Copy to:**

- (i) VCO (for information)
- (ii) The Director, RSD (to circulate it to all the Regional Centres for communicating to all the computer science students, LSCs and Work Centres under their jurisdiction).
- (iii) The Registrar, SED
- (iv) The Registrar, SRD
- (v) The Director, SSC
- (vi) The Director, COE (for communicating to all the Nodal Regional Centres)
- (vii) Director, International Division