



## NOTIFICATION

Date: 11.08.2018

### ATTENDANCE

- Attendance will be considered from day one, it is compulsory for all students to maintain **minimum 75% attendance** otherwise he/she will be detained. Actions likely to be taken against students in detention list are-
  - a. He / She is not be eligible for internal marks based on attendance.
  - b. He / She is not be eligible for Academic incentive marks
  - c. He / She is not be eligible for scholarship of any kind from the institute.
  - d. He / She is not be eligible for library facility.
  - e. He / She is not be eligible for industrial visit, training.
  - f. Parent of these students are to be informed and called at the time of registration / commencement of semester and undertaking to be submitted by these students to respective HOD.
  - g. Despite all these actions if a student fails to obey the undertaking, the student will not be permitted to attend theory and practical classes.
- Leave for four lectures per subject will be automatically granted on medical/personal reasons. These four lectures will be subtracted from the total attendance of the student at the end of session for all the students irrespective of whether they have availed the leave or not. No need to apply for short personal / medical leave.
- In case of genuine leave, student need to apply for genuine leave consideration time to time in the prescribed student leave format, which is available in HoD office with proper document & justification. Lateral leave application will not be consider.
- The leave for NSS, NCC, etc. should be reported to the concern In-charge by the students. The in-charge will forward the final list of such students to the respective HoD.
- In case of any correction in attendance, student should report to concern subject teacher within four days from the date of display of consolidated cumulative attendance.

HoD (FYBE)

Principal