

## **ATTENDANCE REQUIREMENTS**

### **Semester Duration**

A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instruction. Thus a lecture course shall have 42 hours of theory and 14 hours of tutorials while, 02 Credit practical/lab course will have 56 hours of practical work (28 Classes) and 01 Credit Practical shall have 28 Hours of Practical work (14 Classes).

### **Attendance Rules**

- (a) All students are expected to be present in every lecture, tutorial, practical scheduled for them.
- (b) A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials taken together or practical courses (as applicable). A student with less than 80% attendance in a course will be debarred from T3 exam & awarded 'F' grade in that course irrespective of his/her performance in the T1 & T2 exams. The Course Coordinator while awarding the grades will take into account the consolidated attendance record for the whole semester. Students who are deficient in attendance and debarred from T3 exam shall not be allowed to appear for Supplementary Exams.
- (c) A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and/or other leave for any reason, whatsoever.
- (d) In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture, tutorial and practical class. Teacher will record attendance in a register and upload in the web kiosk for the information of students and their parents/guardian.
- (e) The status of attendance of those students who are below 80 % will be displayed on notice boards before T1, T2 & T3 exams.
- (f) For the purpose of attendance, every scheduled class will be counted as one unit irrespective of the number of contact hours.
- (g) A relaxation of up to 5% may be given on the following special grounds:
  - (i) Any continuous illness of two weeks or more supported by a proper medical certificate vetted and recommended by the Institutional Medical Officer.
  - (ii) The student being deputed to represent the Institute for National/International conference or Workshop with the prior approval of the Dean (A&R).
  - (iii) Any special personal reason, on the recommendation of the Dean (A&R) and approval of the Vice Chancellor / Director & Academic Head.

### **Semester Withdrawal in Medical Cases**

A student who has been absent from classes on the basis of medical advice after due approval of the Director & Academic Head / Vice Chancellor and has submitted authentic medical record may be permitted to withdraw from the semester. Further if a student is absent from the classes on account of certified genuine medical reasons for duration of five weeks or more will be asked to withdraw from the

semester compulsorily. The decision to take a semester withdrawal must be taken minimum 30 days before the end semester examination. If a student does not apply for same, he / she shall continue to be registered and be evaluated as per the performance.

### **Information regarding absence during the Semester**

(a) A student must inform the Dean (A&R) immediately of any instance of continuous absence from classes.

(b) A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work.

(c) If a student is continuously absent from the Institute for more than 10 days without notifying the Dean (A&R) his/her name will be struck off the rolls of the Institute. It is important that the student and parents must understand that absence due to Medical reason even though genuine and any other reason (genuine) shall not be over and above the laid down percentage above. Hence it is essential that all students must maintain full attendance to meet the requirement of attendance in case of extreme contingencies

### **Director & Academic Head**