

ATTENDANCE POLICY

The student must fulfil the requirement of 75% attendance per semester in aggregate for being eligible to appear for the end semester examination.

It is mandatory for every student to have minimum 75 % attendance for each course and an average attendance of 75%. A 100 % attendance is required for tutorials, guest lectures, seminars industrial visit, training program and events of the Institute.


The students who are not fulfilling the minimum required attendance of 75 % for each course and average attendance of 75 % shall be debarred from appearing. Such debarred students can register in that subject(s) by paying a registration fees of Rs 500/- per subject. The registration fees include Tutorials for the particular subject and examination fees. On successful completion of the examination, the student will be allowed to complete the course.

In cases where the average attendance is below 75 %, around 10 % can be condoned in case of medical and family emergencies through Resolution. In case of chronic medical cases and unforeseen circumstances, the Director has the discretion to waive off the registration fees.

Leave of absence will be considered only in case of students own sickness, sickness of parents, death of parents, own marriage, marriage of brother/ sister, supported by valid documents and evidence.

However, students below the required attendance will be debarred from the End Term Exams and such students would be allowed to take the supplementary exams, only after attending the compensatory tutorials.

The attendance committee will recommend case by case to the Director / Competent Authority after verifying the genuineness and gravity of the problem that justifies the absence of the student. The decision of the Director / Competent Authority shall be final and binding. On successful completion of the examination, the student will be allowed to complete the course.


Dr Nandita Mishra
Director

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