



May 4, 2023

MINIMUM ATTENDANCE REQUIREMENT FOR SEMESTER II STUDENTS

- 1)** Minimum class attendance requirement is 67% for appearing in the 2nd Semester examination to be held in July 2023. For students involved in extracurricular activity with any cultural societies/departmental societies/cells/clubs recognized by the college, a benefit of 15 percentage points will be given. Students having low attendance are advised to attend classes regularly to cover up the shortfall. **SECOND SEMESTER STUDENTS HAVING LESS THAN 67% ATTENDANCE WON'T BE ALLOWED TO APPEAR IN THE II SEMESTER EXAMINATION IN MAY-JUNE 2023.**
- 2) Medical Cases:**
 - a. Medical certificate and reports to be submitted online at <https://bit.ly/3zzZ9hW> by end of the month in which the student has undergone the treatment.
 - b. Medical won't be accepted at the end of the semester if the student fails to submit after joining back.
 - d. Decision of the committee will be final for deciding the benefits to be given for medical cases.
- 4) Internship Cases:**
 - a. Prior permission in the form of a NOC needs to be taken from the college to start an internship.
 - b. Students planning to do an internship during the classes will not get any benefits related to attendance or internal assessment on just the basis of NOC.
 - c. Students who got NOC need to upload the offer letter, completion letter and LOR from the organization from which internship is completed. Link for uploads: <https://forms.gle/36XuJbS2pnAqrqzb9>

In case of any issues with attendance on your student's portal then contact your subject teacher and IT Department (Room 102).