



### **Rules regarding attendance**

1. Every student has to secure a minimum of 75% of physical attendance of the total duration of the course to attend the end semester examination.
2. Students are permitted to take leave of 25% of the total duration under the following circumstances.

Participation in sports events  
Participation in extracurricular activities  
Medical reasons/illness

3. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.
4. In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester exam.
5. This is permitted for one or more courses registered in the semester. Principal will keep all records which led to his/her decision on attendance, for verification by the Academic Auditor.
6. This concession is applicable only to any two semesters during the entire BTech programme. In case of prolonged illness, break of study is permitted.