

## KTU's Norms for Attendance Requirements

Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.

On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. **This provision is applicable only to any two semesters during the entire program period.**

## Norms for the Duty Leave to the Students

The Principals are authorised to grant attendance relaxation (duty leave) to the students in officially sponsored **national level competitions/championships/ tournaments** when called upon to do so, **up to a maximum of 10%**. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: **within ten days of the event**. Duty leave is eligible only if the student has 60% attendance for the course (subject) at the end of the semester.

The participation certificate thus produced should be consolidated by the staff advisor with the due recommendation of the respective Head of the Department shall be forwarded to the Principal at the end of the semester. Under any circumstances, the Principal **shall not consider the certificate if the overall attendance of the candidate is less than 60%**. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.

The Principals are authorised to grant attendance relaxation (duty leave) to the students for organising extra/ co-curricular activities, **up to a maximum of 05%**. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: **within ten days of the events**. Duty leave is eligible only if the student has 60% attendance for the course (subject) at the end of the semester.

The documents thus produced should be consolidated by the staff advisor with the due recommendation of the respective Head of the Department shall be forwarded to the Principal at the end of the semester. Under any circumstances, the Principal **shall not consider the documents, if the overall attendance of the candidate is less than 60%**. Late applications received shall not be considered on any account.

### **Continuous Internal Evaluation (CIE) Mark for Attendance (2019 Scheme)**

The CIE marks for the attendance (20%) (10 Marks) for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.

<b>% Attendance</b>	<b>CIE Mark for Attendance</b>
Above 90%	10
85 – 89	9
80 – 84	8
75 – 79	7
70 – 74	6
65 – 69	5
60 – 64	4

**Govt. Engineering College, Wayanad**  
**Students Duty Leave Application**

Department :

Name of Student :

Register Number :

Class :

**Participation in National/State level competitions (up to a maximum of 10%)**

Name of Event :

Organiser :

Days of Leave :

Subject									Overall%
% of Attendance									
% of Duty Leave									

Documents attached:

Signature of Applicant

Recommendation by Director of Physical Education /Faculty-in-charge :

**Organising extra-curricular / co-curricular activities (Up to a maximum of 05%)**

Name of Event :

Place :

Days of Leave :

Subject								
% of Attendance								
% of Duty Leave								

Documents attached:

Signature of Applicant

Recommendation by Director of Physical Education /Faculty-in-charge:

Certified that I have verified the records and found that Sri./Smt. ....  
is eligible for duty leave as per KTU's rules and regulation.

Staff Advisor

Recommended (HoD) :

Approved / Not approved (Principal) :

Remark by KTU Coordinator :

KTU Coordinator