

Attendance

- **Attendance requirement**

A minimum attendance requirement is 75% in each paper. Attendance for Project / Internship: Supervisor's certificate is needed.

- **Condonation**

Condonation is allowed for attendance of not less than 55% in each subject. A student who has attendance between 55% and 74% in any subject on grounds of illness, involvement in co-curricular or extra-curricular activities (as approved by the College) will have to seek condonation from the Principal / Vice-Principal.

- (a) In case of illness, a student must submit a medical certificate along with an application for leave. Leave application must be submitted within three days of the student's absence. Submission of leave-application in itself will not ensure condonation.
- (b) In case of co-curricular activities or extra-curricular activities, a student must obtain prior approval in writing from the Vice-Principal / Dean and obtain written confirmation of his / her participation from the concerned authorities. While calculating the attendance percentage of the students representing the College in NCC and sports, due consideration will be given to the days when they so represented the College. Condonation in each case must be in explicit written form authorized by the Principal / Vice-Principal.
- (c) A student who is condoned will have to pay a condonation fee as per the notification.

- A student will be debarred from appearing for the Semester Examination in the paper / papers in which he/she has less than the required attendance without condonation. A student so debarred may be permitted to appear for that paper only after completion of the course, whichever is appropriate for the concerned student, and on the condition that he/she satisfies attendance requirements. For this, the student will be required to enrol for the paper/papers after paying a fee as decided by the College. If in the meantime there has been a change in syllabus, the student will have to appear for the CIA and Semester Examination in the revised syllabus. If the aggregate attendance is between 40% and 59% for the 1st and 2nd Semester / 3rd and 4th / 5th and 6th semester together the student will not be allowed to continue to the next appropriate semester. He / she will be re-enrolled.

- Name of a student with attendance below 40% in all the papers in a Semester taken together may be struck off the College Rolls or he / she may be allowed to repeat the Semester in the following academic year, at the discretion of the Principal.

- The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College Rolls.