

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119

No. Acad./Attendance/5054

Dated: 18-11-15

**TIME BOUND**

**Subject** Short fall in attendance in Odd Semester 2015-16

The present semester is going to complete on 24<sup>th</sup> November, 2015 and the end semester examinations are scheduled to be commenced from 27<sup>th</sup> November, 2015 and 5<sup>th</sup> December, 2015 for practical and theory courses respectively.

For appearing in the examinations, the students are required to have minimum 75% attendance in each theory/practical/project subject including attendance benefits given as per revised (Simplified) Attendance Rules and other notices notified by this office time to time.

Faculty/HOD/Co-ordinator is requested to refer illustration document attached with this letter for better understanding of the attendance benefit norms.

In view of the above, all the Heads/Co-ordinators of teaching Departments/Schools are requested to kindly arrange to supply a list of students to the Academic Section, those are falling short of attendance after giving attendance benefits under the rules latest by 26<sup>th</sup> November, 2015 for Practical courses and 30<sup>th</sup> November, 2015 for theory courses on the enclosed format both in soft format preferably in excel ( by email at academic@nitkr.ac.in ) and in hard copy.

This may please be treated as strictly **TIME BOUND**.

*[Signature]*  
Deputy Registrar (Academic)

Heads/Co-ordinators of all teaching Departments/Schools

DA: - As above

**Copy to:-**

1. Dean(Academic) for Information
2. President Sports (Boys and Girls)/ Workshop Supdt.
3. COE for Information
4. Sr. Secretary to the Registrar for Information to the Registrar
5. Sr. Secretary to the Direction for kind information to the Director

18/11/15  
*[Signature]*



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**Date :- 18-11-15**

**ILLUSTRATION OF ATTENDANCE NORMS AND DETENTION**

**Ref. : Short fall in attendance in even Semester 2014-15 notice dated**

Let A= No of Classes held during the semester (L+T or P)

B= No of Classes attended by a Student.

Then

$$Z = (B/A) * 100$$

Where

Z= % of Attendance earned in the Subject.

Cases	Condition	Description
Case-I	$Z \geq 75$	No need to report the case to Academic Section
Case-II	$50 \leq Z < 75$	<p>Attendance benefit (if any) to be given as below:</p> <p>a) <b><u>i) Co-curricular Activities/Training etc</u></b> Attendance benefit of Maximum 15 Teaching Days ( No of Classes held during that period on production of the certificate signed by the respective Prof. In charge /Officer of the Institute.)</p> <p>b) <b><u>Medical Grounds or compelling reasons</u></b> ii) Period of illness less than =21 days or compelling reason Attendance benefit maximum 10% of 'A' above during Days of illness iii) Period of Illness more than 21 days or compelling reason Attendance benefit to be decided at the Academic section (Ensure medical certificate is to be countersigned by the SMO/ I/c SMO, Medical Officer of the Institute)</p> <p><b>[ Report all such cases in the prescribed format to Academic Section]</b></p>
Case-III	$Z < 50$	Report to Academic Section in the prescribed format for Further necessary action.

**Imp: - Please note that attendance benefit given for medical/co-curricular activities/training etc will not be counted for award of attendance based components of sessional marks.**

*[Signature]*  
Deputy Registrar (Academic)