

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

No. Acad./Attendance/16/749

Dated: 15-11-16

NOTICE

Subject Attendance benefit on medical, compelling reasons, co-curricular activities etc


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

In view of the above, all the students of the Institute are hereby informed to submit medical certificates and other documentary proofs as per the below to avail attendance benefit under the rules.

Sr. No.	Particulars of Benefit	Submitted at	Last Date
a)	Medical Benefit up to 10 % of total classes held.	To be submitted to the concerned faculty members through respective HODs.	On or before last teaching day i.e. 18.11.2016, up to 5 pm.
b)	Co-curricular Activities, Internship, Interviews etc maximum 15 teaching days in the semester.	To be submitted to the concerned faculty members through respective HODs.	On or before last teaching day i.e. 18.11.2016, up to 5 pm.
c)	Medical Benefit for more than 21 days for up to maximum 25% of total classes held on medical complications and/or compelling reasons.	To be submitted at Academic Section.	On or before 19.11.2016, up to 5 pm.

The medical certificate(s) must be forwarded by the Medical Officer/SMO of the Institute only and other co-curricular activities certificates must be issued by the Officer/Prof-in-charges of the respective activities.

No request for attendance benefit at the level of Academic Section will be processed after **5 pm, 19th November, 2016 (Saturday)**.


Deputy Registrar (Academic)
15/11/16

Notice Boards (Institute/Hostels)

Copy to:-

1. HOD/Co-ordinators of All Department/Schools.
2. Dean (Academic) for kind Information.
3. Dean (Student Welfare) for kind information
4. President Sports (Boys and Girls)/ Workshop Supdt.
5. COE for Information
6. SMO/Medical Officer of the Institute for information and necessary action.
7. Sr. Secretary to the Registrar for Information to the Registrar
8. Sr. Secretary to the Direction for kind information to the Director