

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

No. Acad./Attendance/15/1150

Dated: 23-04-15

**TIME BOUND**

**Subject Short fall in attendance in even Semester 2014-15**

The present semester is going to complete on 30<sup>th</sup> April, 2015 and the end semester examinations are scheduled to be commenced from 4<sup>th</sup> May, 2015 and 14<sup>th</sup> May, 2015 for practical and theory 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 2<sup>nd</sup> May, 2015 for Practical courses and 6th May, 2015 for theory courses** on the enclosed format both in soft format preferably in excel ( by email at [academic@nitkkr.ac.in](mailto:academic@nitkkr.ac.in) ) and in hard copy.

This may please be treated as strictly TIME BOUND.

*Ranjay Kumar*  
Deputy Registrar (Academic) 23/04/15

**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