

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

No. Acad./Attendance/19/374

April 11, 2019

**MOST IMPORTANT & TIME BOUND**

**Subject: Short fall in attendance in Even Semester 2018-19.**

The present semester is going to complete on April 18, 2019 (Thursday) and the end semester examinations are scheduled to be commenced from April 23, 2019 and May 03, 2019 for practical and theory courses respectively.

To appear in the examinations, the students are required to have minimum 75% attendance in each theory/practical/project/integrated courses as per the decision of the 30<sup>th</sup> Senate Meeting vide agenda item no. 30.04. The same was also notified for information to all vide letter no. D(Acad.)/2017/495 dated 22.08 (uploaded on institute website under notification academic).

It is clarified that in column no [A] and [B] of the attached format, the faculty will mention L+T+P for integrated courses (theory & practical) (As per new B.Tech. scheme), L+T for the theory courses, P for practical courses.

In view of the above, all the Heads/Coordinators of teaching Departments/Schools are requested to arrange to send the list of the students having below 75% attendance in theory as well as practical courses **latest by 2pm, April 22, 2019 (Monday) positively** both in soft and hard copy as per the attached format (copy attached) to the Academic Section for further necessary action. The attendance benefit maximum upto 10% to the students having core attendance between 65% to 74.99% in each course may be given by the competent authority on the basis of attendance benefit documents submitted by the students.

The softcopy of the list may also be sent at [academic@nitkkr.ac.in](mailto:academic@nitkkr.ac.in) email id.

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

  
Deputy Registrar (Academic)

**Heads/Coordinators of all teaching Departments/Schools**

K Singh  
11/4/19

Vishwak  
11/4/19

**Copy to: -**

1. Prof. I/C (Sports)/Workshop Supdt
2. Prof. I/C (Examinations) for Information
3. Sr. Secretary to the Registrar for Information to the Registrar
4. Sr. Secretary to the Director for kind information to the Director


**ATTENDANCE SUMMARY REPORT (LESS THAN 75%)****(All the Students of the respective course studying in the present semester)****[ SEPARATE FOR EACH SEMESTER OF ALL PROGRAMME]**Department of: **Electrical Engineering**Programme (B.Tech/M.Tech/MBA/MCA): **B.Tech.** Semester: **4<sup>th</sup> Semester**Course Type (Practical /Project Courses): **Practical**

Sr. No.	Roll No.	Name of Student	Course Code	Course Type (P)	Total Classes Held#		Total Classes Attended#		% of Attendance in two decimal digit C= (B/A)*100
					(P)	[A]	(P)	[B]	
1*	1151077	ABC	ECE-429	P	40		20	50.00	
2*	...	....	...	...	...		...	...	
3.	...	....	...	...	...		...	...	
4	...	....	...	...	...		...	...	
5	...	....	...	...	...		...	...	
6	...	....	...	...	...		...	...	

\* Example is given for information only.  
P-for practical courses.

Signature of the HOD

Please send the compiled attendance summary of your respective department (Practical) all the courses in **Excel sheets** for each semesters (.xlsx/.xls) only by email to **academic@nitkkr.ac.in** .

Academic Session 2018-19 (Even Semester)

**ATTENDANCE SUMMARY REPORT (LESS THAN 75%)****(All the Students of the respective course studying in the present semester)****[ SEPARATE FOR EACH SEMESTER OF ALL PROGRAMME]**Department of: **Electrical Engineering**Programme (B.Tech/M.Tech/MBA/MCA): **B.Tech.** Semester: **4<sup>th</sup> Semester**Course Type (Theory /Theory + Practical Courses) **Theory and Theory + Practical**

Sr. No.	Roll No.	Name of Student	Course Code	Course Type (T, or L+T+P)	Total Classes Held# (L+T or L+T/P) [A]	Total Classes Attended# (L+T or L+T/P) [B]	% of Attendance in two decimal digit C= (B/A)*100
1*	1151013	ABC	ET-202	T	40	24	60.00
2*	11710083	XYZ	PHIR-12	L+T+P	40	20	50.00
3.	...	....	...	...	...	...	...
4	...	....	...	...	...	...	...
5	...	....	...	...	...	...	...
6	...	....	...	...	...	...	...

\* Example is given for Information only.

# L+T+P – for the courses where theory and practical is integrated.

L+T – for theory courses.

Signature of the HOD

Please send the compiled attendance summary of your respective department (Theory and Theory + Practical) all the courses in Excel sheets for each semesters (.xlsx/xls) only by email to [academic@nitkk.ac.in](mailto:academic@nitkk.ac.in) .