

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

No. Acad./Attendance/251

April 14, 2017

TIME BOUND

Subject Short fall in attendance in Even Semester 2016-17.

The present semester is going to complete on 21st April, 2017 (Friday) and the end semester examinations are scheduled to be commenced from 25th April, 2017 (Tuesday) and 3rd May, 2017 (Wednesday) 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 course including attendance benefits given as per revised (Simplified) Attendance Rules and other notices notified by this office from time to time.

Faculties/HODs/Co-ordinators are kindly 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 **provide a complete list of students to the Academic Section** with their respective attendance in all the courses including attendance benefits if any given at the level of the Department/School under the rules **latest by 5pm, 22nd April, 2017 (Saturday) for Practical courses and 5pm, 29th April, 2017 (Saturday) for theory courses** in the enclosed format in hard copy as well as in soft copy in MS-Excel file format only (by email at academic@nitkkr.ac.in).

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


Deputy Registrar (Academic)

Heads/Co-ordinators of all teaching Departments/Schools

DA: - As above

Copy to: -

1. Dean(Academic) for kind Information.
2. Prof. I/c (Sports)/ Workshop Supdt.
3. Prof. I/c (Academics & Examination) for Information
4. Sr. Secretary to the Registrar for Information to the Registrar
5. Sr. Secretary to the Director for kind information to the Director

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April 14, 2017

ILLUSTRATION OF ATTENDANCE NORMS AND DETENTION

Ref. : Short fall in attendance in Even Semester 2016-17 notice dated 14/04/2017

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	$Z \geq 75$	#Attendance summary of all courses of all students in prescribed format must be submitted to Academic Section.
Case-II	$50 \leq Z < 75$	<p>Attendance benefit (if any) to be given as below:</p> <p>a) <u>i) Co-curricular Activities/Training etc.</u> 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) <u>Medical Grounds or compelling reasons</u></p> <p>ii) Period of illness less than =21 days or compelling reason Attendance benefit maximum 10% of 'A' above during Days of illness</p> <p>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>#Attendance summary of all courses of all students in prescribed format must be submitted to Academic Section.</p>
Case-III	$Z < 50$	<p>No attendance benefit is given at Department Level.</p> <p>#Attendance summary of all courses of all students in prescribed format must be submitted to Academic Section.</p>

#Attendance summary of all the students must be submitted in the common format attached with this Notification

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.

Deputy Registrar (Academic)

14/4/17

ATTENDANCE SUMMARY REPORT

(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 _____ 4th Sem _____ Theory/Practical /Project Courses _____ Theory _____

Course Code _____ ET-202 _____ Course Name _____ Signals and Systems _____

Sr. No.	Roll No.	Name of Student	Total Classes Held (L+T)	Classes Attended (L+T)	Attendance benefit on Medical Ground	Attendance benefit on Co curricular Activities/ Training etc Ground	Total (Not exceeding maximum classes held)	% of Attendance Rounding to Integer (ie. 74.54=75)
			[A]	[B]	[C]	[D]	E=[B+C+D]	F= E/A*100
1*	1151013	ABC	40	24	04	04	32	80.00
2.	1151020	XYZ	40	20	--	--	20	50.00
3	1151025	PQR	35	14	04	03	21	60.00
4

* Example is given for Information

Signature of the Course Co-ordinator

Signature of the HOD/Co-ordinator

Plz send the attendance summary of all the courses in Excel document (.xlsx/xls) only by email to academic@nitkkcr.ac.in .