

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

No. Acad./Attendance/16/750

Dated: 15-11-16

TIME BOUND

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

The present semester is going to complete on 18th November, 2016 (Friday) and the end semester examinations are scheduled to be commenced from 22nd November, 2016 (Tuesday) and 30th November, 2016 (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 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, 19th November, 2016 (Saturday) for Practical courses and 5pm, 25th November, 2016 (Friday) 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. 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

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Date :- 15-11-16

ILLUSTRATION OF ATTENDANCE NORMS AND DETENTION

Ref. : Short fall in attendance in Even Semester 2015-16 notice dated 15-11-2016

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

B= No of Classes attended by a Student.

Then

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

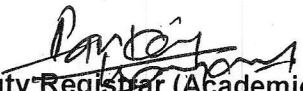
Where

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> 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>#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)
15/11/16

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 | ... | | ... | ... | ... | ... | ... | ... |
| | | | | | | | | |
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| | | | | | | | | |
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* 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@nitkkr.ac.in .