

**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
(ACADEMIC SECTION)**

No. Acad./Attendance/24/1919

November 12, 2024

Subject: Revised Attendance Rules as per UG & PG Regulations for appearing in the End Semester Examination from Academic Year 2024-25 onwards.

The present semester of all UG & PG Programs is going to complete on 18.11.2024 (Monday) for 1st Semester and on 13.11.2024 (Wednesday) for others. The End Semester examinations are scheduled to be commenced from 19.11.2024 and 27.11.2024 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 UG & PG regulations approved in the 54th Senate Meeting vide agenda item no. S 54.03 & S 54.04 respectively. As per UG & PG regulations, the attendance rules are given below:

Minimum requirement of attendance for being eligible to appear in the end semester examinations shall be 75%. However, this may be relaxed upto a maximum of 10%, i.e. upto 65% by the Director. An extra relaxation of upto 5%, over and above the already existing relaxation of a maximum of 10%, may be granted by the Director under special circumstances, on the specific recommendations of concerned HoD/School Coordinator, to meet the minimum attendance requirement of 75%. In cases of medical exigency, minimum attendance requirement can be relaxed by the Director to 50% on recommendations of HoD and Dean (Acad.). The application for attendance benefit on medical ground should be endorsed by CMO of concerned District/SMO of the Institute Health Centre. Those having attendance below 65% are not allowed to appear for the end-semester examination of that/those course (s) and shall be notified as 'Detained'. All such students, depending upon their attendance shall be further categorized into two categories A & B, as follows:

Category A: (Attendance between 50 % to 64.99 %) A student has two options

Option 1: To repeat the course through classroom/lab studies and obtain whatever grade he/she can obtain.

Option 2: Student is permitted to attend classes of the next semester and can appear for the mid-semester examinations of course(s) when the opportunity is available. However, such a student is restricted to a grade of 'D' only.

Category B: (Attendance below 50%) Such students have to mandatorily repeat that/those course (s).

The list of students having attendance below 50%, calculated up to 10 days after the 1st mid-semester examination, in respect of all the subjects, shall be displayed on the department notice board. The same will be forwarded to the Dean (Academic) for further communication to the Parents/Guardian of the students.

Further, the detention list will be prepared on the basis of attendance in respective subject considering the attendance benefits/relaxations and notified at the department level. The students having attendance falling in Category 'A' and interested to choose Option 2 may apply to the concerned department to be approved by the Heads/Coordinators of the respective Departments/Schools. The final list of the students who have detained/opted 'D' Grade may be sent to the Academic Section.

The softcopy of the list may also be sent at academic@nitkkr.ac.in email id.


12.11.24
Dean (Academic)

Heads/Coordinators of all teaching Departments/Schools

Encl: Format of Option Form for Maximum 'D' Grade

Copy to: -

1. AR to the Director for kind information to the Director
2. Prof. I/C (PESS)
3. PTO, Central Workshop
4. Faculty I/c (Examinations) for Information
5. Steno to the Registrar for Information to the Registrar

OPTION FORM FOR MAXIMUM "D" GRADE (Office Copy)

(Under new scheme (2022 batch onwards) attendance between 50% to 64.99% and under old scheme attendance less than 50% for B.Tech.programmes and Under the rules approved by the Senate in its 54th meeting held on 07.10.2024 and Approval of Competent Authority dated 12.11.2024)

I, (Name of Student), Roll No.
a student of.....(Semester) in(B.Tech/M.Tech/MBA/MCA/Ph.D.)
..... (Branch/Specialization) have attendance as below:

Please tick any one from below options whichever is applicable on you (only for B. Tech Programs).

- 1. Between 50% to 64.99% under new scheme (2022 batch onwards)/old scheme (for B. Tech Programs)
- 2. Less than 50% attendance under old scheme (prior to 2022 batch) (for B. Tech Programs)

Sr. No.	Course Code	Attendance in %	Sr. No.	Course Code	Attendance in %

I have gone through the modified attendance rules/notification (old scheme) and opt to appear for the Session Improvement and/or End Semester examination of the above course(s) for getting maximum "D" grade. I shall not claim for higher grade in above course(s).

Signature of Student with date

HoD/School Coordinator

OPTION FORM FOR MAXIMUM "D" GRADE (Student's Copy)

(Under new scheme (2022 batch onwards) attendance between 50% to 64.99% and under old scheme attendance less than 50% for B.Tech.programmes and Under the rules approved by the Senate in its 54th meeting held on 07.10.2024 and Approval of Competent Authority dated 12.11.2024)

I, (Name of Student), Roll No.
a student of.....(Semester) in(B.Tech/M.Tech/MBA/MCA/Ph.D.)
..... (Branch/Specialization) have attendance as below:

Please tick any one from below options whichever is applicable on you (only for B. Tech Programs).

- 1. Between 50% to 64.99% under new scheme (2022 batch onwards)/old scheme (for B. Tech Programs)
- 2. Less than 50% attendance under old scheme (prior to 2022 batch) (for B. Tech Programs)

Sr. No.	Course Code	Attendance in %	Sr. No.	Course Code	Attendance in %

I have gone through the modified attendance rules/notification (old scheme) and opt to appear for the Session Improvement and/or End Semester examination of the above course(s) for getting maximum "D" grade. I shall not claim for higher grade in above course(s).

Signature of Student with date

HoD/School Coordinator