

Attendance Policy for all Degree Programs

The minimum attendance requirement in order to appear in the examination is 70% in all courses of Bachelor's and Master's degree program, if the candidate didn't maintain 70% attendance in one course but maintain in other courses he or she could appear in the remaining examination but not in the one in which there's an attendance shortage.

However other departmental attendance requirement may vary by a department or in the syllabus of a particular course, that policy takes preference over this one. E.g. If any course require minimum 75% attendance in that particular course, that will be minimum requirement for that course.

It is the responsibility of student to maintain his / her class work and assignment missed due to absent or leave, failing to which the instructor will issue a warning to the student and may forward their name to academic office suggesting to drop him / her from the particular course.

If the University approved extracurricular events requires his / her absence from the class then the student must get advance permission from the Chairperson of Department. The Academic Office representative will inform the teacher regard absence of such student.

Attendance Procedures:

- Attendance will be record via attendance file duly signed by the instructor and the department head. The faculty member is required to feed the daily attendance on his / her LMS portal. They may seek assistance in this regards by EDP Department.
- A letter will be sent via surface mail from the registrar office / academics office to the parents of those students who have been dropped from any course due to shortage in attendance.
- In case the student fulfilled the deficiency within stipulated time or completed the readmission process in the course, an official pass will be issued from the academics office in order to return to the class.
- Attendance will only be marked as present when the student is physically present in the class otherwise it should be marked as absent. All leave/ application issues will be handled by the academic office.
- Faculty of Engineering, Sciences & Technology (FEST) should keep the separate attendance record for theory and laboratory sessions. Similarly, Faculty of Art & Design should maintain the separate attendance record for studio classes.