



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL-759146
(An Autonomous Institute of Govt. of Odisha)

NO.IGIT/ACA-EXAM -129

Date-01.02.2023
02

NOTICE

It is for information of all concerned that as per the decision taken in the HOD Council Meeting held on 11/01/2022 and IGIT Academic Regulation Clause 3.3, the attendance of the students will be monitored strictly. The HODs are hereby requested to inform the subject teachers regarding the same. The Clause 3.3 Academic Regulation as attached may please be followed scrupulously and the defaulter students if any may please be intimated to the Academic Section 10 days prior to the commencement of the semester examination.

Rakesh
02 02 2023
Dean (A&E)

Copy to:

- 1) All HODs for information and necessary action.

- 3.3 A student shall be eligible to appear in an End- Semester Examination provided he / she pursues a regular course of study in respective department and attends at least 75% of classes in each theory, practical and sessional subjects held during the semester.

A student shall not be allowed to appear in the End - Semester Examination in those particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has no shortage in attendance.

The attendance shall be considered from the date of commencement of classes as per academic calendar of the Institute. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The matter will be placed in a committee formed at the concerned subject department. The committee will sit at least twice in a semester- before each class test. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing semester examination due to shortage of attendance. The Director has to be informed about percentage of attendance before starting of the End - Semester Examination. With due approval, the student will be debarred from appearing the final semester examination.

- 3.4 Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the Institute / Affiliating University / Government with prior written permission of the Head of the Institution shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at End - Semester Examination/ Special Examination with shortage of attendance below 65% in any of the registered subjects.

- 3.5 A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.