



Govt. Engineering College, Ajmer

(An Institute of Govt. of Rajasthan)

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ATTENDANCE WARNING NOTICE

The purpose of this notice is to inform all the students about the attendance requirement as per the regulations of the University and the Supreme Court of India as well as the consequences of shortage of attendance.

A student should secure a minimum of 75% attendance of the total number of classes held during the semester, failing which he/she will be certainly detained from appearing in the end semester examinations.

A student may also not be allowed to take the first and second internal assessment tests in a subject if the student concerned has not attended minimum percentage of the classes held in the subject concerned. A decision regarding this minimum percentage attendance will be the discretion power of the concerned subject teacher.

Some students are under a misconception that attendance will be granted on medical grounds or any other grounds in addition to the 25% absence permitted under the University Regulations. It is not so. It is hereby clarified that the maximum percentage of attendance that will be regularized on medical grounds / family functions/ co-curricular/ extra-curricular activities such as NCC, debates, sports etc. will not be more than 25% of the total number of classes under any circumstance.

In case of severe sickness etc., the application along with illness and fitness certificates etc. should be submitted in the office of undersigned on the day on which the student attends the college after the illness for consideration of the grant of additional attendance. It may be mentioned that the maximum percentage of attendance that may be regularized on account of severe medical grounds will not exceed 25% of the total number of classes.

Students are advised to avoid participating in co-curricular/ extra-curricular competitions and other activities during the dates of the first and second internal assessment tests. If they do so, they will be doing it at their own risk in the sense that they will be losing the marks for such test(s). No retest will be permitted in normal circumstances for absentees on the days of the test(s).

It may be further clarified that retest of absentee student on the days of the test(s) will be conducted only after the approval of undersigned or concerned department proctor. Approval shall be given to only that student who submits valid documents in support of self illness or death of a blood relative. In addition, such a student should secure a minimum of 80% attendance of the total number of classes held during the semester.

Faculty members are requested to fill the attendance on daily basis in ERP so that students can keep track on their attendance.

(Dr. Devendra Choudhary)
Chief Proctor & Chief Coordinator (Exam)