

# NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

JAMSHEDPUR – 831014, JHARKHAND

(An Institution of National Importance under MHRD, Government of India)

Ref. No. NIT/ACAD/384/2013

Dated 24.9.2013

As discussed and resolved in the meeting of all Deans, Associate Deans, HODs and Professors on 16/9/2013 at 5 PM in Conference room of computer Centre with director, the following regulations will be applicable for class room attendance of the students:

- a) NIT Jamshedpur's academic programme is based on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester.
- b) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes is also mandatory for the students.
- c) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating class at a mutually convenient hour. A teacher may communicate to the students by announcing in the class, through messages on the Institute and hostel notice boards or through email. Attendance in these compensatory classes is mandatory for all students.
- d) Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory.
- e) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for emergency, absence to the extent of 25% of scheduled number of classes in each course will be forgiven as a matter of routine.
- f) In deserving cases, a further relaxation of 15% (attendance between 60% to 74%) may be made by concerned teacher, but the student's grade will be reduced by one step / grade, e.g. 'O' grade will be reduced to 'A'. However, the reduction grade is limited up to 'P' grade only.
- g) In deserving cases, a further relaxation of 10% (attendance between 50% to 59%) may be made by concerned teacher, but the student's grade will be reduced by two steps / grades, e.g. 'O' grade will be reduced to 'B'. However, the reduction grade is limited up to 'P' grade only.
- h) If attendance is below 50% of a particular course, his / her registration of a particular course will be cancelled by the concerned teacher and he / she will get a 'RC' (Registration Cancelled) grade. He / she may register in a summer quarter if offered or register in a subsequent semester. In the latter case he / she may not be able to complete the programme in four years.
- i) If a student is engaged officially outside the classroom, e.g. in a placement programme, an Institute level meeting or in a specially approved SAS activity, his attendance will be marked by concerned faculty. It is the student's responsibility to ensure that the attendance is marked by concerned faculty.

The above regulations will be applicable from Autumn Semester 2013-14 onwards.

*Shambhu Kumar*  
Dean (Academic)