



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
Jamshedpur – 831014, Jharkhand (State), India  
( An Institution of National Importance under MHRD, Govt. of India )

**ACADEMIC AND e-GOVERNANCE DIVISION**

Ref.No:NITJSR/ACD/ 549 /2018

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**NOTICE**

All students are hereby informed that the following regulations will be applicable for attendance of the students:-

- Attendance in all classes (lectures, tutorials, laboratories, and seminars etc.) is compulsory.
- Considering that attendance in classes, participating in the teaching learning process is the basic foundation of Academic Programme, 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.
- 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 of grade is limited upto 'P' grade only.
- 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 step / grades, e.g. 'O' grade will be reduced to 'B'. However, the reduction of grade is limited upto 'P' grade only.
- 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 'RC' (Registration Cancelled) grade. He/she may register in the 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.

**Faculty member are also requested to enter attendance in MIS on regular basis.**

**Dean (Academic and e-Governance)**

**Copy to:**

1. Dean (Admn & FW), for information.
2. Dean (SW), for information.
3. All HODs for information and needful.
4. Chief Warden for circulation in all Hostels,
5. PI, Website, for information.
6. Director, NIT, Jamshedpur for kind information.