

## Standard Operating Procedure

### Mandatory Attendance requirement for appearing in the Semester Examination

During the 58<sup>th</sup> Management Review Committee (MRC) meeting following guidelines are approved and to be adopted from Even semester of Academic Year 2023-24. (January 2024)

#### ***The following attendance rules are to be followed from January 2024 :***

- (i) The Master Attendance sheet (LT/F-14) system to be marked as Obsolete from the even semester of AY 2023-24. (January 2024)
- (ii) Individual faculty shall maintain the Attendance subject wise for each theory and practical subject offered in the semester and the percentage of attendance to be reported for each subject.
- (iii) For appearing in the semester examination;
  - In each subject, student should acquire minimum attendance of **80%** to appear in the semester examination. The Hall ticket for semester examination shall be issued with the details of subjects eligible for appearing.
  - If a student obtains **less than 80% of attendance in more than 50% of the total number of subjects offered in that semester (both Theory and Practicals)**, then the student will be debarred and he/she has to Re-Appear for those course/(s) by following readmission procedure of CIPET.
- (iv) Considering the welfare of the students, the following relaxations are permissible and no candidate can claim this relaxation as a matter of right to appear for semester exam:
  - If a student obtains attendance **≥70% and <80%** in any of the subject/(s), the centre-in-charge may formulate a 2 to 3 member committee at centre level and consider the genuineness of the individual case and recommend the student for appearing in semester exam.
  - If a student obtains attendance **≥65% and <70%** in any of the subject/(s), the same has to be reviewed by the Head of Academic Cell, Head Office, by constituting a two-member committee based on recommendation of Centre Head and convey the eligibility of the student to appear in the semester exam before the commencement of exam. The request shall be

forwarded by CIPET centres to Academic cell on or before the last working day to consider the request. The request received beyond the deadline will not be entertained.

- (v) After all the above mentioned consideration in (iv) if a student obtains less than 80% of attendance in any of the subject/(s), the student will not be permitted to appear for that specific subject in that semester and he/she will be permitted to appear for the subject in the upcoming supplementary examination.
- (vi) If a student is debarred to appear for any of the subject due to lack of attendance, RA (Re-appear) will be mentioned against that subject in the marksheet.

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