

Student Undertaking at the time of enrollment – II, III, IV year of B.Tech / M.Tech (Integrated)

Name	Mr / Ms
Registration Number	
Degree programme	B.Tech / M.Tech (Integrated)
Branch / Specialisation	
Department	

ATTENDANCE REQUIREMENTS

Calculation of attendance	$\frac{(\text{Actual number of hours attended} + \text{Priorly Approved On – Duty hours})}{\text{Total number of hours conducted by the course faculty}} \times 100$
Minimum 75% in individual courses	Exclusive of leave of absence due to: sickness, accidents, on-duty, extra-curricular / extramural activities, permitted assignments such as job interviews, inter-university sports meet, inter-university competitions, unforeseen emergencies etc
Less than 75% (Zero to 74.99%)	Ineligible to appear for the end semester examination in that course.
Condonation of attendance	Condonation is NOT A MATTER OF RIGHT. It is solely at the discretion of the competent authorities.
There will be no adjustment or compensation for the lost hours due to late enrollment	

MEDICAL LEAVE

Medical leave will be accounted for a maximum of 10% only. Student must have been admitted to the hospital for a minimum of 3 days. Just consulting the doctor and being at home will not be considered for ML.

Original Medical certificates, discharge summary and other supporting documents, if any, must be submitted ONLY to the faculty advisor on the first day of reporting to the class after medical leave. Late submission of medical certificates, for whatever be reason, will be rejected upfront by the faculty advisor.

CONDITIONS TO APPEAR FOR EVERY END SEMESTER EXAMINATION

Must have enrolled in all applicable courses within the last date of enrollment
Must have earned a minimum of 75% attendance in individual courses (including Zero credit courses, and laboratory)
Must NOT have been 'Debarred from study' due to any specified reason in the previous semester.
Must NOT have 'Pending Disciplinary Action'
Must have paid the tuition fees for the current and / or previous year (s)
Must have paid the examination fees for the current and / or previous semester (s)

- "Please follow the standards of attire, decency and decorum within the campus"
- Wear Student ID card on the neck and with SRM tag ONLY in an easily visible manner **at all times within the college premises**
- Each and every faculty member is empowered to recommend for disciplinary action if the above is violated anywhere within the campus and in college bus.

I have read and understood the above content and will abide by the rules and regulations of the university.

Signature of the student with date