



SUNBEAM - Pune

ATTENDANCE RULES (PG-DMC AUG 2025 Batch)

- As per C-DAC guidelines, minimum 85% attendance is required to become eligible for the CCEE.
- The **rules** for attendance calculations are as follows –
 - 9+ hours - Present (P)
 - > 5 and < 9 hours – $\frac{1}{2}$ Present ($\frac{1}{2}P$)
 - < 5 hours – Absent
 - Total Working Hours – Lecture + Lab Working Hours
- The meaning of short forms used –
 - P – Present
 - $\frac{1}{2}P$ – Half Day Presents
 - A – Absent
 - WO – Weekly Off
 - L – Leave
 - H – Holiday
 - HP – Holiday Present
 - WD – Working Days
 - PD – Present Days
- **NOTE – Attendance % calculation is automated process based on your recorded punches. Don't forget to punch as per given instructions. Daily check your punch record in online eMIS system.**
- **Check your attendance –**
<https://drive.google.com/drive/folders/1BH1DN5Bpu-bg01q1OfS2H9at1WpRpFuF?usp=sharing>