



**SUNBEAM - Pune**  
**ATTENDANCE RULES (PG-DMC AUG 2025 Batch)**

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- 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 – ½ Present (½P)
  - < 5 hours – Absent
  - Total Working Hours – Lecture + Lab Working Hours
- The meaning of short forms used –
  - P – Present
  - ½P – 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>