Policy for 10% Attendance Waiver for Pre-final/Final Year Students with 8.0 CGPA or Higher

Objective: To provide attendance relaxation to academically meritorious students in their pre-final and final years, enabling them to pursue career development activities that enhance their academic and professional growth.

Eligibility Criteria:

- The student must be enrolled in the pre-final or final year of their program.

- The student must have a cumulative grade point average (CGPA) of 8.0 or higher at the time of application.

- The student must submit a formal request through the University Management System (UMS) at the start of each academic term.

- **The applicability of 10% attendance relaxation is detailed below:**

Programme duration (in years)	Applicability of attendance relaxation
2	In 2nd Year
3	In 3rd Year
4	In 3rd and/or in 4th Year
More than 4	In pre-final /final Year

Categories for 10% Attendance Waiver:

A. Preparation for Competitive Exams

Listed Exams	Documents Required	Remarks
GATE, UGC NET, IELTS, TOEFL, PTE, GRE, GMAT, CMAT, CAT, GPAT, JAM, CEED, AFCAT, CDS, CTET, German, Spanish, French, Japanese, Bank PO, UPSC, State PSC or equivalent.	1. Filled Application Form with Fee payment proof, and 2. Admit Card/ Score Card	Upon successfully receiving the required documents from the student, the University/school academic committee will review the application and take the final decision.

B. Participation in Technical Competitions

Listed Competitions	Documents Required
• Competitive Events/Hackathons organized in IITs/NITs/ IIITs/IISERs/IIMs	1. Registration proof, and

• MSME Idea Hackathon • Labour Commission Hackathon • AICTE/UGC Hackathon • Hackathon organized/sponsored by Ministry of Education • Hackathon organized/sponsored by Ministry of Communication and Information Technology • And any other hackathon sponsored/organized by Government/Government Department(s).	2. Participation Certificate

C. Freelancing Activities or Entrepreneurship or Revenue Generation Projects

Activity	Documents Required	Remarks
Freelancing	• Project contracts/agreements • Invoices/payment receipts • Work samples/portfolio • Client testimonials/feedback (if any) • Annexure I	Minimum project duration should be of one month.
Entrepreneurship	• Business plan • Incorporation documents (if applicable) • Proof of revenue such as bank statements/invoices (if any) • Pitch deck (if available) • Partnership agreements (if applicable) • Proof of investment (if any) • Annexure II	1. An E-coach mentor will be allocated who will evaluate the progress fortnightly. 2. Minimum four progress reports **(satisfactory)** in a term issued by the mentor as per Annexure II, needs to be submitted.
Revenue Generation	• Documentation of revenue sources (e.g., sales, services) • Invoices/receipts • Bank statements showing deposits • Sales records or marketing materials.	A minimum of INR 10,000/- revenue per academic term.

	• Invoice/Payment proof submission form (Annexure III)	

D. Industry or Field Projects

Activity	Documents Required	Remarks
Industry Project/ Field Project	**1. Project Proposal/Outline** **2. Letter of Engagement/Work Order** **3. Progress Reports** **4.** Client Feedback/Testimonial (if applicable) **5. Project Deliverables (Annexure IV)** **6.** Certificate of Completion (if available)	1. Student must upload all the required documents on UMS. 2. Revenue generation is optional.

E. Consultancy Projects

Activity	Documents Required	Remarks
Consultancy Project	**1. Project Proposal/Outline** 2. Letter of Engagement/Work Order (If available) **3. Progress Reports** 4. Client Feedback/Testimonial (if available) **5. Project Deliverables (Annexure IV)** 6. Certificate of Completion (If available) **7. Annexure II**	1. A faculty mentor will be required who will evaluate the progress fortnightly. 2. Minimum four progress reports (satisfactory) in a term issued by the faculty mentor as per Annexure II, needs to be submitted.

Application Process:

- Student need to apply for the attendance waiver at the beginning of each term.

- Applications must clearly specify the career development activity for which the waiver is sought.

- The application must be submitted through the University Management System (UMS).

Conditions:

- The waiver will be granted subject to verification and approval by the faculty mentor and the Academic Committee.

- The attendance relaxation is contingent on the outcome achieved by the student in the specified career development activity.

- The student must provide evidence of participation or achievement at the end of the term.

Monitoring and Review:

- The Academic Committee will review the applications and track the progress and outcomes of the activities pursued by the students.

- Failure to provide satisfactory evidence or misrepresentation may result in the revocation of the attendance waiver.

Implementation: This policy will be effective from the start of the academic year and shall be reviewed annually for relevance and effectiveness.

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Annexure I

Project Proposal/Outline Template

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1. Project Title:
[Provide a concise and descriptive title for the project]

2. Student Details:

- Name: [Full Name]

- Registration Number: [Reg. No.]

- Program Name: [BTech/MTech etc.]

- Department: [Department Name]

- Email: [Student Email ID]

- Phone: [Phone Number]

3. Client/Organization Details (if applicable):

- Client/Organization Name: [Name]

- Contact Person: [Full Name]

- Designation: [Title/Position]

- Email: [Client Email ID]

- Phone: [Client Phone Number]

- GST Number: [If applicable]

4. Project Objectives:
[Clearly define the purpose of the project and its intended outcomes. State the problem the project addresses and the goals to be achieved.]

5. Project Scope:
[Describe the boundaries of the project. Outline what will be included and excluded from the project. Define the key focus areas and limitations.]

6. Project Deliverables:
[List the specific outputs or results that will be delivered at the end of the project. This may include reports, software, prototypes, presentations, or any other tangible outcomes.]

7. Project Timeline:

Task/Milestone	Description	Estimated Completion Date
Project Initiation	[Brief Description]	[Date]
Research and Planning	[Brief Description]	[Date]

Development/Implementation	[Brief Description]	[Date]
Testing and Feedback	[Brief Description]	[Date]
Final Deliverables Submission	[Brief Description]	[Date]

8. Resources Required:

[Specify any resources, tools, or software needed for the successful completion of the project.]

9. Expected Outcomes/Impact:

[Explain how the project will benefit the client, organization, or target audience. Highlight the anticipated value or improvements resulting from the project.]

10. Approval/Sign-Off:

- Student Signature: _____

- Date: [DD/MM/YYYY]

Enclosures:

- Project contracts/agreements.

- Invoices/payment receipts/bank statement details.

- Work samples/portfolio.

- Client testimonials/feedback (if any).

<center>**Annexure II**</center>

<center>**Progress Report Template**</center>

Progress Report
Project Title: [Project Name]
Student Name: [Name]
Mentor / E-coach: [Name]
Date: [Report Date]

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1. Tasks Completed:
[List the tasks or milestones completed during this reporting period.]

2. Challenges Faced:
[Discuss any challenges encountered during the project, and how they were addressed.]

3. Progress Towards Goals:
[Describe the progress made towards achieving the project's goals.]

4. Next Steps:
[Outline the next steps for the project and any upcoming tasks.]

Student Signature: _____
Date: _____

Remarks of E-coach / Faculty mentor: The performance of [Students name: Reg. No.] is found satisfactory / Unsatisfactory.

E-coach/Supervisor Signature: _____
Date: _____

Annexure III

Invoice/Payment proof submission form

Invoice Number: [Invoice Number]
Invoice Date: [Date]

Bill To:
[Student Name or Student's Address]

Description	Amount
Consultancy/Freelancing Services - [Project Title]	[Amount]

Total: [Total Amount Due]

Client Details: Client/Organization Name, [Client Address], [Phone Number], [Email Address]

Payment type:
[Provide payment instructions such as bank details, PayPal, etc.]

Payment Received:
Date: [Date of Payment]
Amount: [Amount Paid]

Student's Signature: _____

Name of Student: _____

Registration Number: _____

Section: _____

Date: _____

Enclosure: Payment proof copy

Annexure IV

Project Deliverables Submission Template

Project Title: [Project Name]
Student Name: [Student Name]
Submission Date: [Date]

Deliverables:

1. **Code Repository**:

   o   [Provide link to GitHub repository or other hosting platforms, if applicable]

2. **Reports**:

   o   [Attach or link to the final report document, if applicable]

3. **Design Files**:

   o   [Attach or link to any design files, prototypes, etc., if applicable]

4. **Screenshots/Live Demos**:

   o   [Attach screenshots or provide a link to a live demo if applicable]

Signature of Student

Name & Registration Number

Date: