**Notification**

**Date: August 8th, 2024**

**Mandatory Attendance in Mid-Term and Final-Term Examinations:**

1. Attendance (attempt) in both the Midterm and Final Examinations is mandatory.
2. Students are required to attend both the Midterm and Final Examinations to qualify for the course. Absence from either examination will lead to automatic disqualification, making the student ineligible to complete the course successfully.

**Attendance Requirement:**

1. Attendance in person at all prescribed and elective lectures and seminars is mandatory. A maximum of 25% of absences are allowed in a subject to cater for emergencies, sickness, etc. There is no provision for leaves over the allowance mentioned above. More than 25% of absences in a subject will result in an F grade in that subject. Any student who fails to comply with the rules forfeits the right to appear at the examination in the course concerned. Such a situation shall earn the student an F (failure) in the course.
2. The policy shall be applicable to any student with project-based evaluations or appearing in exams with insufficient attendance.
3. The students who join the semester late for any reason shall be marked absent for the previous classes. In case more than 25% of the sessions have been completed by the faculty, the student shall earn an F Grade.

**Examination Department**