INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATIONS

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PROFORMA FOR AWARDING GRADE 'W' DUE TO SHORTFALL IN ATTENDANCE

Course Code   :   Course type: Core / Elective

Course Name   :   Credits :

Name of the course faculty: Total no. of classes taken (till compilation of attendance)   :

List of students assigned W Grade: *to be entered in the rear side of this page.*

In Accordance with B.Tech. Ordinance Regulation R.12.0/Institute Senate Resolution No. 2017-36-Senate-05

1. Every faculty member handling a class will take attendance till 3 calendar days before the last instructional day in the semester.
2. A student needs to have 85% attendance in a course to be eligible for writing End Semester Examination.
3. The student may avail an additional 10%(Maximum) leaves approved by the competent authority on the grounds of hospitalization, medical rest, family calamity and on-duty
4. Hence a student must have a minimum of **75% attendance** for a course otherwise student will not be permitted to write the end semester examination of that course and awarded W grade
5. The Particulars of all students who have attendance less than 85% in that course will be announced in the class by the teacher himself/herself. Copies of the same should also be sent to the Dean (Academic Affairs) and HoD concerned. Students who secure less than 85% should not be permitted to appear for end semester examination without the permission of the Dean (Academic Affairs).
6. If the course is a core, the student should register for and repeat the course when it is offered next.

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*Use a copy of this form if needed

Roll. No.	Name of the student	No. of Classes Present	No. of classes Absent	Approved Leaves	Attendance Percentage	Remarks

Signature of Course Faculty

For Office Use

Received on:

PIC (Exam.)   Dean (Academic Affairs)