Laboratory Attendance policy

Attending late to a class can cause disruption in delivery of the subject. Further, late comers might miss out on details and safety procedure of the experiments. In order to ensure the laboratory sessions continue safely and on schedule, we have adopted a new attendance system. All attendances will be taken within the first 10 minutes of the class. Late attendance, depending on the lateness, will get penalized. The penalty amount is shown in the table below.

|  |  |
| --- | --- |
| Late (minutes) | Penalty |
| 0-10 | No penalty |
| 10-20 | -50% |
| >20 | -100% |

The penalty will be deducted from the total lab marks of a student. For example, student A has 5 lab sessions for a certain subject. He attended 3 on time and got the marks 9, 8 and 9. He attended 24 minutes late to the fourth session and got the mark of 10. His last lab session he attended 15 minutes late and achieved the mark of 8.

His/her total lab mark is: 9 + 8 + 9 + 10 + 8 = 44/50

With penalty: 0 + 0 + 0 + 100% + 50% = 150%

Final lab mark: 44 – (10 \* 150%) = 44 – 15 = 29

Notes:

1. This policy is applied to all subjects in the faculty of engineering.
2. 2-hour and 3-hour duration laboratory sessions follow the same policy
3. Effective from week 1 of spring trimester 2023