

**No. PSIT/2018-19/206****Sept. 12, 2018**

## **NOTICE**

### **Important GUIDELINES regarding Attendance**

**As per the clause 3 of the Ordinance (pertaining to attendance) of Dr. APJ Abdul Kalam Technical University, Lucknow, it has been made mandatory for all B.Tech. students to strictly adhere the guidelines as laid under this clause:**

#### Clause 3

### **3. Attendance**

- 3.1 Every student is required to attend all the lectures, tutorials, Practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 25% on medical grounds or for other genuine reasons beyond the control of students.**
- 3.2 A further relaxation of attendance upto 15% for a student can be given by Head of Institution/College provided that he/she has been absent with prior permission of the Head of the Institution/College for the reasons acceptable to him.**
- 3.3 No student will be allowed to appear in the end Sem. e\_mail if he/she does not satisfy the overall average attendance requirements of Clause Nos. 3.1, and 3.2 and such candidate(s) shall be treated as having failed and will be further governed by clause No.4.2 & 4.3.**
- 3.4 The attendance shall be counted from the date of admission in the College or start of Academic Session whichever is later.**

**Cont....P/2**

**( 2 )**

**The above clause 3 of the Ordinance is applicable in the current Academic Session 2018-19 also.**

**Additional Guidelines**

- 1. Daily attendance of all students shall also be uploaded on AKTU Portal by the concerned Faculty. As such, it is not possible to modify the attendance record later even in genuine cases.**
- 2. All requests for medical delegation can be considered only if the concerned student fulfills the minimum attendance criteria i.e. 75% aggregate attendance.**
- 3. The students are advised to check their uploaded attendance on erp.psit.in daily to keep a track of their attendance.**
- 4. Aggregate attendance has a significant impact on the sessional marks. As such, students are advised in their own interest to maintain a high percentage in theory classes, Lab. Sessions and trainings Sessions. Non-compliance of the same shall lead to significant loss in sessional marks, thus adversely impacting the aggregate academic percentage.**

*SL Shukla*

**Director (Academics)**

**Copy for information to:-**

- **Chairman**
- **Managing Director**
- **All concerned**
- **Intranet**