

ATTENDANCE RULES applied for all students in 2013-14 session:

Attendance (Absence percentage)	Grade Reduction for Students in A*/A/B/C/D... system		Grade Reduction in S/A/B/C/D... system
	For ODD Semester 2013-14	For EVEN Semester 2013-14	For both ODD & EVEN Semesters 2013-14
Absence less than or equal to 25%	NO Grade Reduction	NO Grade Reduction	No Grade Reduction
Absence greater than 25% but less than or equal to 35%	One Grade Reduction, but not less than the lowest pass grade D A* → A, A → A ⁻ , B → B ⁻ , C → C ⁻ . D, E & F remain unaltered	One Grade Reduction, but not less than the lowest pass grade C ⁻ A* → A, A → A ⁻ , A ⁻ → B, B → B ⁻ , B ⁻ → C, C → C ⁻ . C ⁻ & F remain unaltered	One Grade Reduction but not less than the lowest pass grade E S → A, A → B, B → C, C → D, D → E. E & F remain unaltered
Absence greater than 35%	A*, A, B, C will be reduced to D. D, E & F will remain unaltered	A*, A, A ⁻ , B, B ⁻ , C will be reduced to C ⁻ . C ⁻ & F remain unaltered	S, A, B, C, D will be reduced to E. E & F will remain unaltered

ATTENDANCE RULES applicable for all students from 2014-15 and onwards:

It is expected that the students would attend all the classes. However, it is noted that sometimes due to some exigencies, the student might have to miss some classes. For a student who has an absence above 25% in a course, whatever may be the reason for the shortfall in attendance, his/her registration in the course will stand cancelled. The student may take up that particular course in any of the subsequent semesters. A student is required to be responsible to keep track of his attendance during the semester continuously. Considering a 13 weeks semester, irrespective of the variation in the number of classes held in a course, the absence of 25% will be calculated as the absolute number, rounded off to the next higher integer, obtained from $13 \times$ number of lecture hours per week calculation.

Further relaxation of seven days be provided to a student who has obtained prior approval of the Dean (Academic Affairs) through Dean (Student Affairs), Dean (R&D) or the concerned Head of the Department/Coordinator of School to represent the Institute in various activities and also for presenting research paper.