



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance, under MHRD, Govt. of India)
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Ref. No: NITMGH/SW/Attendance/2019-20/30

Date: 26/08/2019

Notification

In reference to the notice issued vide NITMGH/Acad/2017/01 dated 01.08.2017, during attendance compilation below mentioned method will be followed for absenteeism from regular classes:

Course Credit	The lower limit of missed classes allowed (25% under normal cases)	The upper limit of missed classes allowed (40% under medical ground)
4 Credit Course	12	19
3 Credit Course	9	14
2 Credit Course	6	10

Further to mention that the leave application to all students of B-tech, M-Tech, M.Sc & Ph.D. can only be sanctioned for significant medical ground and for any emergency family problems provided prior information should reach to concerned HOD with a copy to the undersigned through e-mail. Upon returning from such leave student should submit the leave application with all the relevant self-attested documents **within one week** of resuming the classes.

(A. Banerjee)

E-copy to:

1. Director's office for kind information to the Director.
2. Registrar's office for kind information.
3. HODs for kind information & needful.
4. Faculty Advisors for kind information & needful.
5. All Faculty members, Staffs & Trainee Teachers kind information.
6. Head, CC with a request to upload the same in Student E-Notice.