



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
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Ref.No: NITMGH/SW/Attendance/2019-20/128

Date: 02/12/2019

Notification

Referring to the notification issued vide NITMGH/SW/attendance/2018-19/10 dated 04/02/2019 and Notification vide NITMGH/SW/Attendance/2019-20/30 dated 26/08/2019, it is hereby reminded again to all the students about the attendance compilation method as mentioned below:

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 referring to the aforesaid previous notices to mention that leave applications of all the students can only be sanctioned for significant medical ground and for any emergency family problems provided prior information should reach to concerned faculty advisor & HOD with a copy to the office of the undersigned through e-mail. Upon returning from such leave student must submit their leave application with all the relevant self-attested documents **within one week of resuming the classes**. This should be strictly complied with.

(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 and needful.
4. Faculty Advisors for kind information and needful.
5. All Faculty members, Staffs and Trainee Teachers for kind information.
6. Head, CC with a request to upload the same in the Student-E-Notice.