



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/2020-21/36

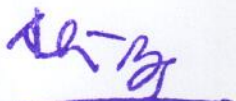
Date: 03/12/2020

Notification

This is to inform to all concerned that below mentioned method will be followed to compile the attendance during the on-going semester:

| 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 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 office of the undersigned through e-mail. Upon returning from such leave student must 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 and needful.
4. Faculty Advisors for kind information and needful.
5. All Faculty members and Trainee Teachers for kind information.
6. Head, CC with a request to upload the same in the Student-E-Notice.