

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Bijni Complex, Laitumkrah, Shillong-793003

Ref. No. : NITMGH/AA/Notice/2018/176

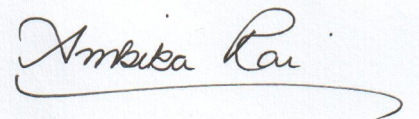
Date: 06-11-2018

Notification

This is to notify to all Ph.D & M. Tech students that points stated below should be strictly followed by all from Nov, 2018 onwards:

- 1) Any pending attendance and leave issues may be discussed with AR (AA).
- 2) Attendance record will be displayed on or before **15th** and on or before **29th** of every **month**. Any clarification should be immediately rectified along with approved copy of application form by submitting at the Departmental Office/Academic Block. ***No rectification on attendance will be allowed after the last working day of the month.***
- 3) Absent cases arising out of emergency should be clarified with the HoD and respective Supervisor and converted to leave immediately upon joining; else scholarship will be withheld until it is approved by competent authority.
- 4) All Academic leaves should be pre-approved and appropriate certificate of participation should be submitted to Room:10, Deans' Block for record keeping in Personal File.
- 5) Balance leave may be checked from Junior Assistant at the departmental office (Academic Block). Meet AR (AA) for clarification, if any.

This issues with the approval of the Dean (AA)



-Asst.Registrar (AA)

Copy to:

1. Dean (AA) for kind information.
2. All HoDs, for information.
3. All Supervisors & Co-Supervisors.
4. All M.Tech & Ph.D Scholars via mail.
5. All notice boards including e-notice.