



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
MAHATMA GANDHI AVENUE, DURGAPUR - 713209 WEST BENGAL, INDIA

**NOTIFICATION**

No: NITD/Acad/2016-17

Date: 29.11.2016

As approved by the competent authority of the Institute vide item no. 43.3 of the 43<sup>rd</sup> Senate meeting held on 25.09.2016, the attendance criteria of UG and PG programme are modified as follows with effect from Odd Semester 2016-2017.

1. Attendance in all classes (lectures, tutorials, laboratories, sessionals etc) is mandatory.
2. The minimum attendance of a student in a theoretical/sessional subject shall be 75% of the total classes held.

Following rule will be applicable to a student having inadequate attendance.

- **Case 1:**  $65\% \leq \text{Attendance} < 75\%$  - the student will have to pay a condonation fee of Rs. 1000/- (rupees one thousand) per subject for shortage of attendance.
- **Case 2:**  $50\% \leq \text{Attendance} < 65\%$  - the student will have to pay a condonation fee of Rs. 2000/- (rupees two thousand) per subject and his/her letter grade on the same subject(s) will be reduced by one step leaving the 'P' grade will be remained as 'P' grade.
- **Case 3:**  $< 50\%$  - the student will have to pay a condonation fee of Rs. 5000/- (rupees five thousand) per subject and his/her letter grade on the same subject(s) will be reduced by two steps leaving the 'P' grade will be remained as 'P' grade.

The calculation of attendance will be made till the cut-off date as decided by the Academic Section from time to time and per subject basis.

This issues with the approval of the competent authority of the Institute.

**Dean (Academic)**

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1. Director
2. Registrar
3. All Dean(s)
4. All HOD(s)
5. Institute website
6. File copy