



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

OFFICE ORDER

NITD/Reg/

Date: 02.12.2016

As approved by the competent authority of the Institute vide item no. 43.3 of the 43rd Senate meeting held on 25.09.2016 regarding attendance requirements of UG and PG programme which are hereby modified as follows with effect from Odd Semester 2016-2017.

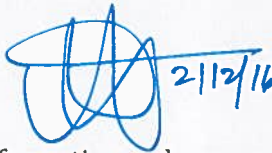
1. Attendance in all classes (lectures, tutorials, laboratories, sessionals etc) is mandatory.
2. The minimum attendance of a student in a theoretical/sessional subject shall be 75% of the total classes held.

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 will be reduced by one step leaving the 'F' grade as 'F' 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 will be reduced by two steps leaving the 'F' grade as 'F' grade.

The calculation of attendance will be made till the cut-off 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.

 2/12/16

Registrar

Copy for information and necessary action to:

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