



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Office of the Associate Dean
(Academic Affairs)

Ref No.: RGIPT Jais/ALR/2019-20/1

25th July 2019

NOTIFICATION

The following "Attendance & leave rule" for the undergraduate and postgraduate students is drafted for the information of student and faculty members for further implementation.

- The student is expected to be present in all the classes i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application will be required to be submitted.
- Further, relaxation of seven days in form of Permitted Leave of Absence (PLA) will be provided to a student who has obtained prior approval of the Dean of Academic affairs through Dean of Student Affairs, Dean of Research & Development or the concerned Head of Department to represent the institute in various activities and for presenting a research paper. This relaxation may also be granted by the Dean of Academic Affairs for prolonged illness of duration of 2 weeks or more on recommendation of DUGC and approval of Chairperson, SUGC. Any illness of duration less than 2 weeks shall not be considered for the above mentioned relaxation.
- The course convener will calculate the attendance %age on the basis of the actual number of classes held in a course for each student by considering all the permitted leaves by the competent authority.
- The calculated %age attendance will be converted to the nearest higher whole number (i.e. 74.4 ≈ 75) for consideration.
- If a student fails to reach minimum threshold attendance of 75% including all the approved leave, then the obtained grade will be converted to "F" grade. The course will be considered while calculating the SPI and CPI of the candidate.
- The student is responsible to keep a record of his/her attendance in each course. However, the course convener may inform the student, if the attendance of any student falls below 60% at point during the semester.
- Two successive absences in a class should be reported to the Head of the Department by the course convener.
- The student may be permitted to appear for the examination. However, if the effective attendance falls below 75%, the grade will get converted to "F".
- This comes into force for all UG and PG students from the 2019-20 academic year.

The above issues with the approval of Director of the Institute.

Umapasana Ojha

(Associate Dean Academic Affairs)

Umapasana Ojha
25/7/19

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- All Faculty members, RGIPT
- All students, RGIPT