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 Dean
(Academic Affairs)

Ref No.: RGIPT Jais/Acad/2019-20/3

19th March 2020

NOTIFICATION

The attendance rules as described in the Clause 6.2 of Undergraduate and postgraduate Ordinances of the Institution shall be strictly adhered for all the courses offered during the semester.

- 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 he/she shall be deregistered from the course and the obtained grade will be converted to "Z" grade although he/she might have appeared in the End-semester examination and secured a pass 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.

This is for the information of all concerned and issued following the Undergraduate and postgraduate Ordinance of the Institution.

Umaprasana Ojha

Dean (Academic Affairs)

Copy forwarded to the following for information and necessary action:

- Office of the Director for kind information
- HoDs of the Department
- Conveners, DUGC