



**RULES REGARDING ATTENDANCE:**

According to U.Reg. 3(UG) of Burdwan University, the regular attendance of 75% is compulsory for every course to be eligible for Semester exams. Attendance is obligatory in the College. Students are expected to attend classes every day without fail. Excuse slip is to be obtained from the Vice-Principal for absence longer than 5 classes. For long and repeated absences which could affect the required attendance percentage, it is student's responsibility to keep a duplicate of the excuse letter submitted, with the Vice-Principal's signature.

Condonation is allowed for attendance of not less than 55% in each subject. A student who has attendance between 55% and 74% in any subject on grounds of illness, involvement in co-curricular or extra-curricular activities (as approved by the College) will have to seek condonation from the Principal / Vice-Principal.

- (a) In case of illness, a student must submit a medical certificate along with an application for leave. Leave application must be submitted within three days of the student's absence. Submission of leave-application in itself will not ensure condonation.
- (b) In case of co-curricular activities or extra-curricular activities, a student must obtain prior approval in writing from the Vice-Principal / Dean and obtain written confirmation of his / her participation from the concerned authorities. While calculating the attendance percentage of the students representing the College in NSS, cultural activities & sports due consideration will be given.
- (c) A student who is condoned will have to pay a condonation fee as per the notification.

A student will be debarred from appearing for the Semester Examination in which he/she has less than the required attendance without condonation.

Name of a student with attendance below 40% in all the papers in a Semester taken together may be struck off the College Rolls and form fill up for Semester Examination will not be done. He/she may be allowed to repeat the Semester in the following academic year, subject to the discretion of the Principal or Vice-Principal.

The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College Rolls and form fill up for Semester Examination will not be done.

Attendance at Internship – If the internship is approved by the College, certificate of the competent authority of the respective organisation is needed.

All the scholarship/fee concession holders should earn (90%) of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the college.

At the end of each month, students can take assistance of the faculties of their respective departments from the attendance committee or their HODS regarding their attendance percentage. In case of any discrepancy they can write an application to the Principal.

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