

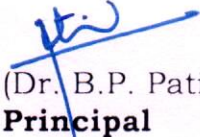
Tele- 7249250184/2120

AIT/0323/CNO/Prin

21 Jun 2024

OFFICE OF PRINCIPAL
ATTENDANCE RULES AND NORMS

1. As per Savitribai Phule Pune University (SPPU) Norms 75% attendance is mandatory in Theory Lectures and 100% in Practical/ Tutorial.
2. Student needs to manage all kind of leaves/ all club activities in remaining 25%.
3. For internship only maximum of 25 working days of attendance will be given once in year only in third year and final year students.
4. Every month students need to check his/ her attendance from department.
5. Department will display attendance on notice board and in student ERP page and intimate it to respective parent, student and councilor. Updation of ERP pages will be responsibility of department. Certificate mentioning that ERP pages are updated and attendance is displayed on notice board, must be forwarded by each department to Office Supdt for each month.
6. No medical certificate, participation certificate or other certificate will be entertained at the end of semester. These documents need to be produced immediately for consideration if valid.
7. At the end of semester students who are having attendance below norms of SPPU will be detained with intimation to parents and students.
8. Faculty should fortnightly monitor individual student attendance and warn defaulters.
9. No relaxation will be given or heard once student is detained.
10. All students, Staff and parents should take note of this.


(Dr. B.P. Patil)
Principal

Copy to :

Director }
Jt Director } For information please.

HOD (Mech) }
HOD (E&TC) }
HOD (Comp) } For information and necessary action.
HOD (IT) }
HOD (ASGE) }
Registrar Office }
Student Section }

HOD IT - For publication on website.