

Tele- 7249250184/2120

AIT/0323/CNO/Prin

19 Sep 2025

OFFICE OF PRINCIPAL

NOTICE

MANDATORY ATTENDANCE REQUIREMENT FOR THEORY AND PRACTICAL CLASSES

1. As per SPPU norms, **all students are required to maintain a minimum of 75% attendance in Theory classes and 100% attendance in Practical classes.**
2. Faculty members and Heads of Departments (HODs) are requested to:
 - (a) **Inform and counsel students** about the mandatory attendance requirements in every class.
 - (b) **Emphasize the consequences** of shortfall in attendance, i.e., **detention from appearing in examinations** and loss of academic year.
 - (c) **Continuously monitor attendance records** and alert students and parent at an early stage if their attendance is below the required percentage.
 - (d) Ensure that this awareness is created during lectures, tutorials, lab sessions, and departmental notice boards.
3. All HODs are directed to submit a brief report by the end of each month confirming the steps taken to sensitize students regarding attendance requirements.


(Dr. B.P. Patil)
Principal

Copy to :

Director
Jt Director } For your information please.

HOD (Mech)
HOD (E&TC)
HOD (Comp)
HOD (IT) } for necessary action pl

All Hostels