



**CIRCULAR**

**Subject: RGUKT – Academic Section – Dissemination of information on rules and regulations of attendance – Reg.**

Reference:

1. Rule IV of the Academic Rules and Regulations

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This is to inform that the Rule IV of the Academic Rules and Regulation (on attendance), reference 1<sup>st</sup>, shall be made applicable for all E1 to E4 students for all the semesters commenced w.e.f. May 2022. The same rule shall also be made applicable for all the following semesters here after.

The Rule IV of the Academic Rules and Regulations (on attendance) is given under for information.

**IV. RULES AND REGULATIONS OF ATTENDANCE**

1. Candidates admitted to a particular program of study are required to pursue a "Regular Program of study" before they are permitted to appear for the University Examination.
2. "A regular program of study" means putting in attendance of not less than 75%.
3. a) In special cases and for valid medical reason, the Vice-Chancellor may on the specific recommendation of the Director / Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.  
b) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Vice-Chancellor may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be more than once during the program of study.
4. The fees for condonation of attendance on medical grounds shall be Rs. 500/- payable through Demand Draft drawn/Bank challan paid in favor of the Director, RGUKT-Basar.
5. Medical absence of up to one academic year may be granted against submission of genuine documents and on an undertaking by student and parent/guardian that the absence is not taken for undergoing any coaching for any entrance test or for joining elsewhere, with the approval of the Dean (Academics).
6. The student's name will be removed from the rolls, if the medical absence is more than one academic year. However, in genuine cases, an absence of more than one year and up to a maximum period of two years can be granted by the Academic Council on prior application to only those students who were studying beyond the first year of Engineering.
7. "Attendance of NCC/NSS camps or Inter Collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University

activities as approved by the authorities involving journeys outside the city in which college is situated will not be counted as absence. However, such 'absence shall not exceed (2) weeks per semester of the total period of instructions. Such leave can be availed only once during the 6-Year integrated programme of study.

8. The attendance shall be calculated on the aggregate of the papers/courses from the date of commencement of classes/date of readmission in case of detained candidates as per the almanac communicated by the University.
9. In case of the candidates who failed to put in the required attendance in a program of study, he/she shall be detained in the same class and will not be permitted to appear for the University Examination. Such candidates shall have to seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.
10. a) Candidates admitted either to the first year of PUC or first year of 4-Year B.Tech program from the Academic Year 16-17, who do not have the requisite attendance in the first year of PUC or first year of 4-Year B.Tech program, but have not less than 40% attendance, can seek readmission into the same class during the subsequent year in order to appear for the examination after fulfilling the attendance requirements, and on payment of requisite fee as applicable.  
b) In respect of candidates admitted to the first year of PUC, who do not have the minimum 40% attendance will lose their admission and he/she has to leave the university with their SSC certificates only. In case of candidates admitted to the first year of B.Tech program after PUC, who do not have the minimum 40% attendance will lose their admission from the concerned B.Tech program and he/she has to leave the university with the PUC certificates.

The complete Academic Rules and Regulations in PDF format can be had from the University website with the below link.

<https://www.rgukt.ac.in/assets/docs/Academic-Rules-and-Regulations-for-6-yr-B.Tech-programe.pdf>

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**Copy for information to:**

1. The PS to the Vice-Chancellor
2. The Administrative Officer
3. All the Deans / the HoDs concerned
4. The CoE / the Additional CoEs
5. All the Staff of the University
6. All the Notice Boards / University Hub