

Attendance Rules

1. **Minimum Attendance Requirement:** Students are expected to maintain a minimum of **75% attendance** in each semester.
 2. **Attendance Tracking:** Attendance will be tracked regularly, and students will be informed about their attendance status.
 3. **Leave Application:** Students must apply for leave in advance, wherever possible, and provide valid reasons for absence.
 4. **Supporting Documents:** Students may be required to provide supporting documents for leave, such as medical certificates or proof of family emergencies.
 5. **Attendance Deficiency:** Students with attendance deficiencies may face academic penalties or be required to repeat the semester.
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Responsibilities

1. **Student Responsibility:** Students are responsible for maintaining good attendance and informing the college about any absences.
2. **Faculty Responsibility:** Faculty members will track attendance, inform students about attendance issues, and provide assistance.
3. **College Responsibility:** The college will ensure that attendance policies are fair, consistent, and clearly communicated.

The attendance percentage will be displayed on the notice board on the **10th of every month**. The average attendance percentage will be declared at the end of **each semester**.

Consequences

1. **Academic Penalties:** Students with poor attendance may face academic penalties, such as:
 - Less than 50% – Fine of **₹5000**
 - Less than 60% – Fine of **₹4000**
 - Less than 70% – Fine of **₹2000**
2. **Semester Repetition:** Students with severe attendance deficiencies may be required to repeat the semester.