



Government of Gujarat
સરકારી ઇજનેરી કોલેજ પાલનપુર

જગણા, પાલનપુર-અમદાવાદ હાઇવે, પાલનપુર-૩૮૫૦૦૧, ગુજરાત, ભારત

GOVERNMENT ENGINEERING COLLEGE PALANPUR

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અભિયાનિકીજ્ઞાનમ્ જનકલ્યાણમ્

No.: GECPL/Academic/2019-20/ 1870

Date:

Read: Minutes of HOD meeting Dated:17/12/2019

1-1-2020

Circular:

Guidelines for Student Attendance and Recommendation for GTU Examination:

The matter of considering student attendance criteria in academic sessions for recommending them for GTU examination was already in practice in engineering institutions. The common guidelines for academic monitoring and student counselling-cum-mentoring were issued at institute level but it lacks the student attendance guidelines. In order to make the student attendance/recommendation for GTU Examination system more transparent, following rules/criteria have been finalized for uniformity among all departments in the institute based on discussions held during HOD meeting held on 17/12/2019.

1. Each student shall be required to attend at least 75 per cent of all the conducted classes like, lectures, tutorials, laboratories, studios and workshops for being permitted to attend the semester-end examination.
2. In the case of any leave of absence due to Medical/Social/Other reasons, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clauses (1).
3. While recommending exam forms for GTU End Semester Exam based on stipulated attendance criteria, following decision rules have been framed to make the system more transparent.

| Sr. No. | Description of the Attendance Criteria | Decision for the case |
|---------|---|--|
| 1 | Students with % Attendance $\geq 75\%$ | Recommended for GTU Exam as a normal case |
| 2 | Students with % Attendance $\geq 60\%$ but $< 75\%$ | Conditionally recommended for GTU Exam subject to fulfilment of attendance criteria till the end of semester (Undertaking should be submitted). |
| 3 | Students with % Attendance $< 60\%$ | Not Recommended. |

4. The % attendance will be calculated based on number of academic hours (Lecture+Laboratory+Tutorial) of all subjects attended out of total academic hours during the semester till the last date of exam form submission. It includes the hours attended for design engineering / workshops too.

(Dr. K. B. Judal)

Principal

Government Engineering College
Palanpur - 385001 (N.G.)

Copy: 1. All HODs for information and coordination

2. All Class Coordinator through E-mail for information among students under their control and necessary action.

3. Academic File.

4. Student section for information