



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL**

Jagannathagattu, Dinnedavarapadu, Kurnool – 518008, Andhra Pradesh, INDIA
(An Institution of National Importance under Ministry of Education, Govt. of India)

(OFFICE OF THE ACADEMIC AFFAIRS)

F. No. IIITDMKNL/Acad./Revised attendance rule/2023/44

Date: 13th March, 2023

CIRCULAR

Subject: Revised attendance rule (R.12.0) of the Institute - Reg.

Dear Students,

With respect to the subject cited above, the improvements consisting a few changes in the existing attendance rule (R.12.0) of the Institute has been approved in the 9th meeting of the Senate, and the same is forwarded to you for your reference.

After incorporating the approved revisions, the revised rule (R.12.0: Attendance) is appended as **Annexure # 01.**

This circular is issued with the approval of the Chairman, Senate.

NOTE: The revised rule of the attendance (R.12.0) will be applicable to all the existing students (UG/PG/PhD) who has registered a course offered by the Institute w.e.f. 13.03.2023.

To,

All the concerned students through email



Handwritten signature
13/03/2023

Associate Dean
(Academics, R&D)

Copy to:

1. PA to the Director for kind information of the Director.
2. PA to the Registrar for kind information of the Registrar.
3. ASD (Student Affairs) for kind information.
4. FIC (Examination) for information and necessary action.
5. Office file



Associate Dean (Academics)
IIITDM KURNOOL
Jagannathagattu, Kurnool-518008
Andhra Pradesh, India

Handwritten signature
13/03/2023

Associate Dean
(Academics, R&D)

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IIITDM KURNOOL
Jagannathagattu, Kurnool-518008
Andhra Pradesh, India

Revised attendance rule w.e.f. 13.03.2023

R.12.0 Attendance

- R.12.1** Every student is expected to have 100% attendance in a course. However, a minimum of **75% attendance is mandatory** for the theory and lab courses.
- R.12.2** In case of prolonged illness and/or hospitalization with a medical certificate, students may avail medical leave **approved by the competent authority of the Institute**. Before proceeding on medical leave, the institute hospital should be informed and before re-joining the Institute, the student should obtain a fitness certificate from the Institute hospital/health care unit. This leave should not exceed 25% of the total classes offered in a particular course.
- R.12.3** Similarly in order to encourage extracurricular activities, students may be granted **duty leave** approved by the competent authority of the Institute. This duty leave also should not exceed 25% of the total classes offered in a particular course.
- R.12.4** If at all any student avails medical leave (as per 12.2) and duty leave (as per 12.3), the sum of medical leave and duty leave should not exceed 25% of total classes. (i.e., a student who avails medical or/and duty leave for 25% of the classes under the above rules, should have at least 50% attendance.)
- R.12.5** Any student not fulfilling the attendance requirements as given above in 12.1 to 12.4 shall **not be eligible to appear for the End Semester Examination** and shall be awarded **“W”** grade for that particular course. Student registration for that course will be treated as cancelled, and he/she shall be awarded ‘W’ grade (W stands for registration cancelled due to lack of attendance) in that course. This grade shall appear in the grade card till the course is successfully completed.



(Signature)

13/03/2023

Associate Dean
(Academics, R&D)

Associate Dean (Academics, R&D)
IITDM Kurnool
Jagananna Nagar, Kurnool-518008
Andhra Pradesh, India