



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Prof. Harish Chandra Das  
Dean (Student's Welfare)

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Ref. No: NITMGH/SW/Attendance/2022-23/29

Date: 18 /01/2023

**Notification**

Attendance Report of B.Tech 1<sup>st</sup> semester students for the period of 10<sup>th</sup> November 2022 to 13<sup>th</sup> January 2023 during the ongoing Autumn session is attached herewith. Students mentioned therein are hereby advised to improve their attendance during the remaining phase of the semester failing which they will debar from appearing in end term examinations. In this regard notification issued vide no NITMGH/SW/Attendance/2021-22/05 dated 26/08/2021 attached herewith is relevant.

This is issued with the approval of the Director.

for   
Dean (SW)

E-copy to:

1. Director's Office for kind information of Director.
2. Registrar's Office for kind information.
3. Faculty advisors for kind information with a request for communicating the report to the guardians of above-mentioned students.
4. All Faculty Members & Trainee Teachers for kind information.
5. Head, CC with a request to upload in the Student-E-Notice.



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### Notification

Referring to the notice issued vide NITMGH/Acad/2017/01 dated 01.08.2017, the following attendance rule for consideration of missed classes is mentioned below:-

| Course Credit   | The lower limit of missed classes allowed (25% under normal classes) | The upper limit of missed classes allowed (40% under medical ground) |
|-----------------|--|--|
| 4 Credit Course | 12   | 19   |
| 3 Credit Course | 9  | 14   |
| 2 Credit Course | 6  | 10   |

Further to mention that the leave application to all students of B-Tech, M-Tech, and M.Sc. can only be sanctioned for significant medical ground and for any family calamities provided prior information should reach to concerned faculty advisor & HOD with a copy to the undersigned through e-mail. Upon returning from such leave student should submit their leave application with all the relevant self -attested documents **within one week** of resuming the classes. This should be strictly complied with.

  
Prof. H.C. Das  
Dean (SW)

E-copy to:

1. Director's office for kind information to the Director.
2. Registrar's Office for kind information.
3. HODs for kind information and needful.
4. Faculty Advisors for kind information and needful.
5. All Faculty members, Staffs and Trainee Teachers for kind information.
6. Head, CC with a request to upload the same in the Student-E-Notice.

