

# SARASWATI COLLEGE, SHEGAON

Session 2020-2021

## NOTICE FOR STUDENTS

Date: 22/07/2020

*All the students are hereby informed to note the following points related to attendance:*

1. Attendance will be considered from day one, it is compulsory for all students to maintain minimum 75% attendance otherwise he/she will be detained. Actions likely to be taken against students in detention list are-

a. He /She is not be eligible for internal marks based on attendance.

b. He /She is not be eligible for incentive marks

c. He /She is not be eligible for scholarship of any kind from the institute.

d. He /She is not be eligible for library facility.

e. He / She is not be eligible for industrial visit and training.

f. Parents of these students are to be informed and called at the time of registration / commencement of the semester and undertaking to be submitted by these students to respective HOD.

g. Despite all these actions if a student fails to obey the undertaking, the student will not be permitted to attend theory and practical classes.

2. Leave for four lectures per subject will be automatically granted on medical/personal reasons. These four lectures will be subtracted from the total attendance of the student at the end of session for all the students irrespective of whether they have availed the leave or not. No need to apply for short personal / medical leave.

3. In case of genuine leave, students need to apply for genuine leave consideration from time to time to HOD with proper document & justification. Lateral leave applications will not be considered.

4. The leave for Participation in outdoor activity such as NSS, Sports Activity, etc. should be reported to the concern In-charge by the students. The in-charge will forward the final list of such students to the Dean Academic and all HODs.

5. In case of any correction in attendance, students should report to the concerned subject teacher within four days from the date of display of consolidated cumulative attendance.

**Dr. B. H. Pawar, Principal**