

CIRCULAR**\*\*\*\*\*ATTENTION: II-SEMESTER B.TECH. STUDENTS \*\*\*\*\***

Attendance is strictly monitored – Minimum 75% Attendance  
Attend all classes at least from now.

Students who are having less than 75% attendance will be detained and they have to repeat the II semester in next academic year with their junior batch by paying the tuition fee. No exemptions under any circumstances.

Seriously attend all classes, at least from now.

Do not skip even a single class (including Tutorial, Labs)  
from now

\*\*\*\*\*

All II-Semester B.Tech., students are hereby advised to attend the classes regularly and maintain minimum of 75% attendance as per rules. The administration has been making following proactive efforts since the start of II semester, to counsel the students, to have minimum 75% attendance.

- Counseling the students on weekly basis
- Informing parents about the consequences of having less attendance and obtaining the weekly undertaking by inviting them to the departments
- Faculty counselors reaching out to the student & parents
- Posting the attendance and progress reports to the parents

The students should note the following

- **student should have compulsory minimum 75% attendance.** *For medical needs and participation in curricular & co-curricular activities students should manage in remaining 25% of attendance only*
- **students will be strictly detained, if they fail to put up minimum of 75% attendance**
- **no exemptions will be allowed under any circumstances**
- **any kind of canvassing or influence or recommendations from any source will not be entertained**
- **the detained students will not be promoted to II year. They have to repeat the II semester in the next academic year 2022-23 with their junior batch by paying full-fee**

- Tuition fee reimbursement will not be processed for the year repeated

In this matter, the students are informed that the last day of instruction is 16.07.2022. You have 4 weeks to go. Hence, you are advised the following

1. Be accountable and seriously start attending classes, at least from now, in coming 4 weeks
2. To avoid detention, put up 100% attendance, in every week, from now i.e. do not skip even a single class from now (including tutorials, labs)
3. contact faculty counselor in case of medical or any other exigency

  
PRINCIPAL

To,

All II semester B.Tech. students

- on Notice Boards
- through WhatsApp groups
- through emails
- through faculty counselors

Copy to:

1. The Chairman, KITSW
2. All HoDs for necessary action with faculty of their departments
3. All faculty (through WhatsApp groups, emails) with a request for follow-up counseling to ensure 100% attendance every week from now by their counselees
4. Dean, Academic Affairs
5. Dean, Student Affairs with a request for sensitization on minimum attendance requirement
6. All AAC members
7. AO
8. WebTeam – To post in Student Notice Board
9. Academic Section