



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्रप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Near National Highway No. 16, Kadakatla, Tadepalligudem-534101,  
West Godavari Dist., Andhra Pradesh, India.

No: NITANP/SEMA/2022-23/596

Date: 17-08-2022

**NOTICE**

It is hereby informed to all the II, III & IV B.Tech. students of the A.Y 2022-23 that, attendance for I Semester will be strictly monitored and each student is expected to maintain 100% attendance in each subject. Following are the rules relating to attendance requirements


- Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the concerned Department.
- Students not having the mandatory requirement of minimum 80% attendance in any course, shall not be permitted to appear for the end semester examination in that subject and is awarded "R" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.
- If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave. During such leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 80% attendance requirement to appear for end semester examination.
- If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant such leave shall be taken by the Dean Academic, after considering the recommendation of the Head of the Department, if the aggregate attendance is at least 80%.



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem-534101,  
West Godavari Dist., Andhra Pradesh, India.

- A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, NCC/ NSS Camps shall be considered as on duty subject to a maximum of five working days in a semester. Prior permission from competent authority is required for availing on-duty permission. The period of absence can be counted as present for the computation of percentage of attendance at the end of semester.

  
Associate Dean  
(Academic Affairs)  
NIT Andhra Pradesh

