

## C. V. Raman College of Engineering, Bhubaneswar

### Office of the Principal

The students may note the following with respect to the attendance requirement to be able to Class Test/Midterm/Semester Examinations and submission of Medical and Other Certificates/Document/Grievances.

- Each student must note that he/she needs to attend **at least 75%** of the classes held in a subject to be eligible to appear in the **Class Test/Midterm/Semester Examinations**. A maximum of 10% attendance can be condoned under the following conditions.

- i) Medical case/Illness:** In this case the student needs to submit the **Original medical certificate** from a Government Hospital, reputed Private Hospital or Clinic, or a reputed Private Doctor. The prescription must be attached with the certificate. In the medical certificate there must be a recommendation for rest/leave/hospitalization for **at least seven days**. The student must submit the certificate in a duly filled in prescribed format **within seven working days of resuming classes** in the office of **Dean Academics**.

Medical representation violating any one of the above norms shall be rejected.

- ii) Institute Representation:** If a student intends to attend any institutional/national/regional/state/Institutional (reputed institutes such as IITs, NITs etc.) level sports/athletic/cultural/technical events then he/she needs to apply in the prescribed format and obtain final permission from the **Principal** duly forwarded by **HOD/Dean First Year**.

In this case the student needs to submit **the certificate of participation or any other document substantiating his/her claim of participation in an event**. The student must submit the certificate in a duly filled in prescribed format with **seven** working days of resuming classes in the office of **Dean Academics**.

Representation of the students involving participation violating any one of the above norms shall be rejected.

**P.T.O.**

iii) **Representation of Genuine Compassionate Ground:** If a student missed some classes due some genuine problems such as any domestic/family issues, unfortunate loss of parents etc. then he/she must represent his/her problem **within seven working days of resuming the college**. In this case the student needs to submit his/her grievance in the Office of the Principal in a plain paper as per the guidelines/instructions of Principal.

- A maximum of **10%** attendance can be condoned for a student on all the three clauses taken together, i.e. **Medical case/Illness, Institute Representation, Genuine Compassionate Ground**. Under any circumstances a student is not eligible to appear in a subject in a Class Test/Semester Examination if his/her attendance up to the last day of calculation for that test/examination is less than 65%.
- As repetition to our earlier notification all concerned students must remember if all the students are found to remain absent in a legitimate class of any Branch,, Semester, and section as per the Time Table then all students of the class shall be marked absent.
- For compilation of attendance each class taken between the date of commencement of classes and the closing date of instruction shall be taken into consideration. Any class taken after the closing date of instruction without prior permission of Principal shall not be considered for computation of attendance percentage.
- **Some Important Forms:**

**F1: Application For Applying For Leave For Representing Institute**

**F2: Application For Institute Representation Certificate Submission**  
[For Shortage Of Attendance]

**F3: Compensatory Lab arrangement**

**F4: Application For Submission Of Medical Certificate**  
[For Shortage Of Attendance]

**F5: Application For Submission Of Medical Certificate [For Non Appearance in Class Test/Semester Examinations]**

[Bhabes Bhattacharya]  
Principal