



Prof. Anjali Mahajan
Principal

OFFICE OF THE PRINCIPAL
GOVERNMENT DEGREE COLLEGE, NAGROTA, JAMMU-181221

Mobile : +91-94698-53316, 0191-2673281
e-mail : gdcnagrota@gmail.com

No. GDC/NAG/COLL/2024/ 367

Dated: 24-07-2024.

Student Notification

Students Enrolled for various UG programs have to attend Theory/Lab classes regularly and can appear in Final Examination only if they have statutory attendance. All Departments will issue monthly shortage lists (3 in a semester) on Departmental Notice Boards/College Website to apprise students about their attendance status. All Bonafide Students should have minimum Seventy five Percent Attendance in Theory/Lab Classes to make them eligible for Semester end Examination.

Accordingly Student Leave Management Mechanism (SLM) is notified as under:

1- Attendance requirements are summarised here under:

Attendance % (in each Subjects)	Remarks
75% and above	Eligible to appear for Semester End Examination
Below 75%	Shortage case student will Have to take re-admission in the same Semester of same year of study in the subsequent academic year.

Parents of the Students shall be intimated with attendance record of their ward if the Student has less than 75% attendance on monthly basis through Email/SMS.

- 2- A student enrolled in a Program can remain on leave without application for upto 3 days with maximum of 25% of total lectures delivered in each subject in a semester.
- 3- A student enrolled in a program having a Medical or any other emergency can apply for a leave upto 10 days to respective Head/s of the Department who shall sanction same.
- 4- A student enrolled in a Program having a Medical or any other Emergency can apply for a leave beyond 15 days to Principal who shall sanction same through an order.
- 5- Any genuine and exceptional case which needs special approval the Principal of the College may condone shortage in attendance of student upto 6% of lectures delivered in each course.

All leaves will be sanctioned against proof of a Medical or any other emergency.
No student will be able to fill Final Semester Examination form incase he/she fails in internal assessment or falls short of attendance.


24/07/24
PRINCIPAL
Principal
Govt. Degree College
Copy to: Nagrota

1. All HODs for information and needful action.
2. Convener IQAC and Convener Shortage Case Committee for information and necessary action.
3. All Notice Boards.
4. I/C College Website for publication on website.
5. Record.