

# SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

Session: 2024-25

## NOTICE FOR STUDENTS

Date: 04/07/2024

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

- Attendance will be considered from day one of commencement of classes, 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-
  - He / She is not be eligible for internal marks based on attendance.
  - He / She is not be eligible for incentive marks
  - He / She is not be eligible for scholarship of any kind from the institute.
  - He / She is not be eligible for library facility.
  - He / She is not be eligible for industrial visit, internship, & training.
  - Parent of these students are to be informed and called at the time of registration / commencement of semester and undertaking to be submitted by these students to respective HOD.
  - Despite all these actions if a student fails to obey the undertaking, the student will not be permitted to attend theory and practical classes.
- 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.
- In case of genuine leave, student need to apply for leave consideration time to time in the student leave format (SSGMCE/FRM/DPT-79) which is available in concern HOD office with proper document & justification. Lateral leave application will not be consider.
- The leave for NSS, NCC, & Internship etc. should be reported to the concern In-charge/HOD by the students. The in-charge/HOD will forward the final list of such students to the Dean Academics.
- In case of any correction in attendance, student should report to concern subject teacher within four days from the date of display of consolidated cumulative attendance.

**Dean (Academics)**

**Principal**

- Copy to:
1. Principal Office.
  2. All HODs (for display on students N. B. Class Counselor & necessary action)
  3. Faculty Advisor, Students Council.
  4. Registrar.
  5. Chief Warden (Boys & Girls) for display on all hostels N.B.
  6. Coordinator: NSS, NCC.