

Ref.: CRCE / 2018 / 02

Date : January 2, 2018.

**Notice on Attendance**

From the academic year 2017-18 students are required to adhere strictly to the following guidelines:

1. As per university norms every student is required to maintain minimum of 75% attendance.
2. In order to promote performance based learning, college may relax the above said attendance criteria for the students who score at least 75% marks in Unit Test I.
3. Students who fail to score at least 75 % marks in Unit Test I will be required to maintain minimum 75% attendance in theory, failing which they will be not be eligible for Unit Test II.
4. Those students who have not met any of the above criteria, have to compulsorily go through a rigorous process of remedial classes to avoid detention.
5. Students who do not fall in any of the above mentioned criteria will be automatically detained.
6. Attendance status report will be put up on the departmental notice board every week.

  
**(DR. SRIJA UNNIKRISHNAN)**  
**PRINCIPAL**

CC: HOD – Production, Electronics, Computer, Info. Tech., Hum & Sci.  
Dean – Academics, Class Teachers – To read the notice in class  
Notice board on all floors (3rd to 8th)