



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
(Jais, Amethi, Uttar Pradesh: 229304, India)

Phone No. +91-535-270-4565/4568/4595/9151652404

Email: [academic@rgipt.ac.in](mailto:academic@rgipt.ac.in)

Ref. No.: RGIPT/Jais/Academic/253/2022

Office of the Dean (Academic Affairs)  
31<sup>st</sup> October 2022

**NOTIFICATION**

In continuation with the Notification vide Ref. No. RGIPT/Jais/ALR/2019-20/01, RGIPT/Jais/ALR/2019-20/03, RGIPT/Jais/ALR/01/2022 dated 25<sup>th</sup> July 2019, 19<sup>th</sup> March 2020 & 15<sup>th</sup> February 2022 respectively and referring to the **UG Ordinance** Clause 6.2, herewith all concerned are notified that:

- The student is expected to be present in all the classes i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. **A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application will be required to be submitted.**
- Further, **relaxation of seven days in form of Permitted Leave of Absence (PLA)** will be provided to a student who has obtained prior approval of the Dean of Academic Affairs through Dean of Student Affairs, Dean of Research & Development or the concerned Head of the Department to represent the institute in various activities and for presenting a research paper. This relaxation may also be granted by the Dean of Academic Affairs for prolonged illness of duration of 2 weeks or more on recommendation of DUGC and approval of Chairperson, SUGC. Any illness of duration less than 2 weeks shall not be considered for the above mentioned relaxation.
- The course convener will calculate the attendance %age on the basis of the actual number of classes held in a course for each student by considering all the permitted leaves by the competent authority.
- The calculated %age attendance will be converted to the nearest higher whole number (i.e. 74.4 = 75) for consideration.
- **If a student fails to reach minimum threshold attendance of 75% including all the approved leave, then he/she shall be deregistered from the course and the obtained grade will be converted to "Z" grade** although he/she might have appeared in the End-Semester examination and secured a pass grade. The course will be considered while calculation the SPI and CPI of the student.
- The student is responsible to keep a record of his/her attendance in each course during the semester continuously. However, the course convener may inform the student, if the attendance of any student falls below 60% at point during the semester.
- **Two successive absences in a class should be reported to the concerned Head of the Department by the Course Instructor.**

- The student may be permitted to appear for the examination. However, **if the effective attendance falls below 75%, the grade will get converted to "F"**.

*Hasan* 31/10/22

**Assistant Dean (Academic Affairs)**

Copy to the following:

- All Deans
- Assistant Dean (Academic Affairs)
- All Heads of the Department: for necessary action
- All Conveners, DUGC
- All Faculty Members, Jais
- Deputy Registrar (Academic Affairs)
- The Secretary to the Director, RGIPT
- Students of 1<sup>st</sup> Year B. Tech. / IDD Programme 2022-23

*Hasan*

**Assistant Dean (Academic Affairs)**