



No. 3993 dtd 16/8/19

To,
The Principals of all Polytechnics (both Govt. & private)

Sub.: **Percentage of Attendance required for appearing end Semester exam.**

Sir/Madam,

As per the new Examination Rule no. 5.4.3. Diploma students who attend at least 75% of classes in a semester will be eligible to appear end semester exam. Further as per rule no. 5.4.5. students having attendance less than 75% but more than equal to 60% can be allowed for appearing end semester exam on medical grounds by submitting a Medical Certificate from any Govt. Medical Officer not below the rank of Assistant Surgeon. Principals of the concerned Polytechnic will condone the deficiency of attendance of all such Medical cases and allow the student to appear exam and submit a list of all such cases to the Controller of Exam, SCTE&VT, for ratification. **This implies that students securing less than 60% attendance will not be allowed to appear end semester exam and will not be promoted to the next semester.**

Principals of all Polytechnics are hereby informed to put up a notice highlighting the above-mentioned rule as well as pass on this information to their 1st, 3rd, 5th & 7th (PT) semester regular students so that they attend class regularly and submit their daily attendance through the Bio-Metric Attendance system. They are further requested to organize Parents meeting regularly and sensitize the parents/guardians about the rule and its implication. **As per the above-mentioned rule regular students of the ongoing 1st, 3rd, 5th & 7th (PT) semester whose attendance percentage will be $\geq 60\%$ will only be allowed to appear Winter 2019 exam i.e. Principals cannot condone the attendance of a student if Biometric attendance is less than 60%. Principals are requested to ensure that the rule is implemented in the right spirit and any deviation in this regard will result in action against the institute.**

It is the duty and responsibility of the Principal and the Bio-Metric Administrator of each Polytechnic to ensure that their Bio-Metric devices are working perfectly with internet connectivity and attendance of their students is synced to State Application daily in the specified time. They must also verify their student attendance in the Bio-Metric portal daily and in case of any discrepancy observed they should immediately mail to "biometricdtet2017@gmail.com" with details. If any student has skin problem then register the student in a Facial Detection Bio-Metric device with the existing ID for submission of his/her daily attendance. Henceforth issues like shortage of attendance due to Skin problem etc. will not be entertained.

Principals of all Polytechnics are finally requested to sensitize their students and their parents/guardians about the above mentioned rule and its implication as well as ensure that their Bio-Metric Attendance system is working perfectly and attendance of their students is synced to State Application on a daily basis, so that students who are attending classes regularly are not debarred from appearing the forthcoming Winter 2019 exam.

Yours faithfully


Vice Chairman