

## URGENT NOTICE

NOTICE NO . 91/2014-15/ DT. 10.11.2014

This is to notify for general information of all the students that attendance of at least 75% of the classes held during the course of study is absolutely necessary as eligibility for appearing at the University examinations. **Students failing the requirement of minimum attendance will not be allowed to appear at the University examination.**

The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College Rolls.

A students who has between 60% and 74% attendance on grounds of illness or involvement in extra-curricular activities will have to seek condonation from the Teacher-in-Charge producing valid documents.

In case of illness, a student must submit a doctor's medical certificate and related documents along with the application for leave. Leave application must be submitted within three days of the student's absence.

**Hence those failing to keep their attendance above 75% will be detained in respective subjects. College will not be responsible for detention of any student due to lack of attendance.**



Dr. Ashim Kumar Sarkar

Teacher-in-Charge

Malda College