



Veer Madho Singh Bhandari Uttarakhand Technical University Campus Institute Women Institute of Technology

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NOTICE

All Students

WIT/FOT/FOP/FOM

Subject: Attendance and Leave Regulations for Students

As per the *Ordinance of B.Tech. (VMSBUTU, Dehradun, 2022-23 and onwards)*:

- "Every student is required to attend all the lectures, tutorials, practicals, and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.
- A further relaxation of attendance up to 15% for a student can be given by the Head of Institution/College, provided that he/she has been absent with prior permission of the Head of Institution/College for reasons acceptable to him."

In light of the above, students are advised that there is no provision for routine or casual leave. Attendance condonation may only be considered at the end of the semester as per university norms and not on a daily basis.

- Leave shall be granted only when a student is officially representing WIT/FOT/FOP/FOM/VMSB UTU in a technical, cultural, or sports event, with prior written approval from the competent authority.
- No leave shall be granted for medical conditions, attending personal functions, or visiting ill relatives.
- Faculty members are instructed not to grant leave to any student without prior written permission from the Head of Department.

All students and faculty members are directed to adhere strictly to the above instructions.

Director

Copy to:

1. All Coordinator/HOD's WIT/FOT/FOP/FOM for information and necessary action.
2. All Faculty Members, WIT/FOT/FOP/FOM for information and necessary action.
3. All students notice board
4. Office Copy