

FDDI

A-10-A, Sector – 24, Noida – 201 301

FDDI/Noida/Trng/2016/03
30.06.2017

NOTICE

This is in continuation to Notice No. F.No. FDDI/Noida/Trng/2016/02 Dtd. 27.06.2017 through which it was informed that any student with less than 65% attendance in a course during previous semester i.e. January 2017 to June 2017, in lectures, and practical taken together (as applicable) may not be allowed to sit for the End Semester Mewar University Examination. The list of the student is enclosed as Enclosure-1.

With a view to provide an opportunity to the students to make up for the lost hours of the classes and to encourage students who want to pursue their academics diligently, it has been decided to hold extra classes for such students who will not be able to appear for the examination due to short attendance. The extra classes have been so designed to present the entire course curriculum in a condensed format. The extra classes of 200 hrs for defaulter students are scheduled / arranged by HODs from 3rd July 2017 to 31st July 2017 of their respective program to make up for the missed classes of the previous semester. The schedule for the extra classes is enclosed as Enclosure-2.

The criteria to make up attendance by attending the extra classes are represented below:-

- Out of total 200 hrs of extra classes an absence of upto 20 hrs may be condone on account of any unforeseen eventuality / exigency.
- Therefore attendance of 180 hrs will be treated as equivalent to 65% of attendance.

- Any student with nil attendance so far would have to necessarily attain 180 hrs of extra classes to successfully meet the minimum attendance criteria / acquire the necessary knowledge.
- All the students with less than 65% attendance so far would have to make up for deficit by attending appropriate number of classes on pro rata basis. The illustration to this effect is given below:-

Total No. of teaching hrs for extra classes	= 200 hrs
Grace permitted	= 20 hrs
180 hrs of teaching	= 65% attendance
i.e. 1% attendance = 3 hrs of teaching (Rounding off 2.76)	

For example any student with overall attendance of 60% will be required to attend 15 hrs (3 hrs teaching X 5% deficit) of teaching in extra classes to make up deficit of 5%. The students will have the liberty to choose which classes to attend based on the deficit / gap in the inputs that they may have due to missing out on regular classes.

Based on the above mentioned criteria FDDI will schedule Special Re-Do examination in consultation with the University for the students who will successfully meet the minimum attendance criteria/ acquire the necessary knowledge & inputs.

Students who are unable to meet above mentioned attendance criteria even after completion of these extra classes will not be allowed to take up end semester examination.

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