||Jai Sri Gurudev||

Sri Adichunchanagiri Shikshana Trust (R.)

SJC INSTITUTE OF TECHNOLOGY

An Autonomous Institution under VTU from 2024-25

AICTE Approved, Accredited by NAAC with A+ Grade & NBA (CSE, ISE, ECE, ME, CV & AE), Gold Rated by QS I-Gauge

Estd : 1986   **P.B. No.20, B.B Road, Chikkaballapur - 562 101, Karnataka**

Ref. No. SJCIT/COE/Exam/2024-25/41   Date: 02.04.2025

CIRCULAR

Sub: Submission of List of Shortage of Attendance for First Sem PG - Reg.

The HODs & PG Coordinator are requested to submit the list of PG First Semester students having a shortage of attendance during the April 2025 examinations. A printout of the list should be taken and submitted to the office of the undersigned, forwarded through the Dean Academics and Principal as per the schedule given below.
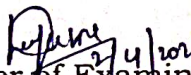
Schedule:

Semester and Program	Last day of reckoning attendance	Last Date of Submission
First Semester: PG	04.04.2025	08.04.2025

PLEASE NOTE:

The students should possess 85% of attendance considering class attendance.

However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.

Controller of Examinations
Controller of Examinations
SJC Institute of Technology
Chickballapur- 562 101

Principal
PRINCIPAL
SJC Institute of Technology
CHICKBALLAPUR-562101.

Copy to,

1. Dean Academics.
2. HODs (MBA, CSE, LDN & MMD).
3. Exam Section.
4. Office copy.