



Ref. No. SJCIT/COE/Exam/2024-25/76

Date: 09.07.2025

CIRCULAR

Sub: Submission of List of Shortage of Attendance for Second Sem, UG- Reg.

The HODs & First year Coordinator are requested to submit the list of UG Second Semester students having a shortage of attendance during the July 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: B.E.	12.07.2025	14.07.2025
Submission the list of not-eligible Students duly undersigned by HOD & Principal		14.07.2025

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
SJC Institute of Technology
Chikkaballapur-562 101


Principal
SJC Institute of Technology
CHICKBALLAPUR-562101,

Copy to,

1. Dean Academics.
2. First year HODs & FYE Coordinator.
3. Exam Section.
4. Office copy.