



CIRCULAR

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

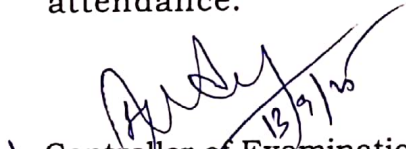
The HODs & Coordinator are requested to submit the list of UG Summer Semester students having shortage of attendance for September 2025 examinations. A printout of the list should be taken and submitted to the office of the undersigned, forwarded through the Dean Academics and Principal as per the schedule given below.

Schedule:

Semester and Program	Last day of reckoning attendance	Last Date of Submission
Summer Semester	13.09.2025	15.09.2025
Submission the list of not-eligible Students duly signed by HOD & Principal		15.09.2025

PLEASE NOTE:

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


Controller of Examinations
SJC Institute of Technology
Chickballapur-562 101


Principal
PRINCIPAL
SJC Institute of Technology
CHICKBALLAPUR-562101,

Copy to,

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