



# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/DO/ON/2022-23/0002

August 18, 2022

## OFFICE NOTICE

**Kind Attention:** All Students

### **ATTENDANCE REQUIREMENT AS PER BIT MESRA UG & PG RULES:**

It is expected that a student should have 100% attendance in all the courses registered in a semester. However, relaxation in the attendance up to a maximum of 25% may be granted in special circumstances after examining the reason for the absence provided, he/ she has applied in advance/ to the appropriate authority through head of the concerned department. Students having more than 25% absence in a course under any circumstances, would be awarded F\* in that course.

The credit for the attendance in Theory type courses will be calculated as follows:

$$\% \text{ attendance} = \frac{\text{Number of classes attended in a course}}{\text{Total number of classes taken in that course}} \times 100$$

and the weightage of attendance would be as:

Attendance %	Weightage
80 - 84 %	01
85 - 89 %	02
90 - 94 %	03
95 - 99 %	04
100 %	05

Attendance will be counted from the date of commencement of the classes notified by the Institute in each semester.

(Dr. S.L. Gupta)  
Director

Copy to:

1. P A to Director
2. All Coordinators
3. All Faculty Members
4. All Students
5. Office file