



**Swami Keshvanand Institute of Technology,  
Management & Gramothan**  
*(Accredited by NAAC with 'A++' Grade)*

Approved by AICTE, Ministry of Education, Government of India  
Recognized by UGC under Section 2(f) of the UGC Act, 1956  
Affiliated to Rajasthan Technical University, Kota

**1.1.2 Policy for Extra Midterm  
Examination  
(2023-24)**

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## MANDATORY REQUIREMENT OF ATTENDANCE

A minimum of 75% attendance is mandatory as per RTU notification to become eligible for appearing in the midterm and University examinations. The students are therefore advised in their own interest to remain regular right from the beginning so that in case of any contingency their attendance may not fall below the statutory requirement.

### **\* Eligibility for First Midterm examination:-**

A student must have a minimum of 65% attendance in all theory papers, corresponding tutorials and laboratories put together in order to become eligible for appearing in the first midterm examination. Students having overall attendance less than 65% will be debarred from appearing in the first midterm examination. However they may be permitted to appear in those subjects in which their attendance is more than 65%.

The attendance for the first midterm examination will be counted from the beginning of the session to the last working day prior to first midterm examination.

### **\* Eligibility for Second Midterm examination:-**

A student must have a minimum of 65% attendance in all theory papers, corresponding tutorials and laboratories put together in order to become eligible for appearing in the second midterm examination.

The attendance for the second midterm examination will be counted from the working day just after the first midterm examination to the last working day prior to second midterm examination.

Students may also be permitted to appear in the second midterm examination if they have a minimum of 65% attendance from beginning of the semester to the last working day prior to second midterm examination.

If none of the above two conditions are satisfied the students will be debarred from appearing in the second midterm examination. However they may be permitted to appear in those subjects in which their attendance is more than 65%.

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## \* Eligibility for university examinations:-

The overall attendance for appearing in the University examination should be as per norms set by the University. Attendance of students on days of midterm examinations will also be counted for overall attendance for appearing in the university examinations provided the students have appeared in the midterm examinations. Similarly attendance of students on days of back paper examinations will also be counted for overall attendance for appearing in the university examination provided the students have appeared in the back paper examinations.

## \* Extra midterm Examination:-

A student who has been debarred due to shortage of attendance in the first midterm examination but attains a minimum of 65% attendance from the beginning of the semester to the end of the semester may be allowed to appear in the extra midterm examination.

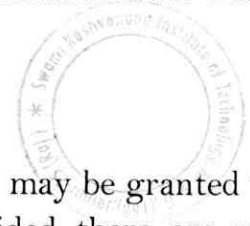
As per university rules a relaxation in attendance not exceeding 5% may be granted on medical grounds provided medical certificate is submitted to the principal at the time of medical contingency.

A student who has not been debarred in midterm examination but could not write the examination (one or more papers) due to medical reasons may be allowed to appear in extra midterm examination provided he/she has submitted medical certificate to the principal at the time of medical contingency.

A student who has class attendance more than 80% and wish to improve his midterm examination marks may also be allowed to appear in the extra midterm examination. Marks of the best two performances in the midterm examinations will be considered.

## \* Rules regarding grant of O.D. leave

1. During any one semester O.D. leave not more than five days may be granted to a student. In a special case this rule may be relaxed provided there are valid reasons. The O.D. leave will be directly marked by the principal on ERP.





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2. Student's participation in activities outside the Institute it is essential that the participant must have a minimum of 75% attendance. No permission will be granted to any one whose attendance is less than 75%
3. Students attending seminars/workshops/extension lectures/industrial visits etc. organised by the Department will be considered for grant of attendance on hourly basis by the respective department.
4. Students required to undergo summer training must join the place of training on dates as specified in the Institute's academic calendar.
5. Students joining training on a later date without prior permission will not be granted O.D. leave.
6. In case training duration is extended by mutual agreement between the student and the training organization, it must be brought to the notice of the Institute well in advance for prior approval from the Principal

