



No: HC/2024/842-847
Date: 23/07/2024

Student Notification For the session 2024-25

Students Enrolled for various UG Programs have to attend Theory /Lab classes regularly and can appear in final Examination only if they have statutory attendance. All the Departments will issue monthly shortage lists (3 in a semester) on Departmental Notice Boards & submit it to the main office for updating in the College Website to apprise students about their attendance status. All Bonafide students should have minimum seventy five percent attendances in theory /Lab classes to make them eligible for semester end Examinations.

Accordingly Student Leave Management Mechanism (SLM) is notified as under:-

1. A student enrolled in a Program can remain on leave without application for up to 3 days with maximum of 20 days in a semester.
2. A Student enrolled in a program having a Medical or any other Emergency can apply for a leave up to 10 days to respective Head/s of the department who shall sanction the same.
3. A student enrolled in a program having a Medical or any other Emergency can apply for a leave beyond 15 days to Principal who shall sanction the same through an order.

All leaves will be sanctioned against proof of a medical or any other emergency. No student will be able to fill final semester examination form in case he / she fail in internal assessment or fall short of attendance.

Principal
Govt. GLDM Degree College
Hiranagar
23.07.2024
Principal
Govt. G.L. Dogra
Memorial Degree College
Hiranagar

Copy to:-

- 1.) All HODs for information and needful action.
- 2.) Convener IQAC for Information
- 3.) All Notice Boards
- 4.) I/C College Website for Publication on Website and all social media handles
- 5.) Record.