



(GOVERNMENT OF GOA)

## GOA COLLEGE OF ENGINEERING

FARMAGUDI, PONDA- GOA- 403401, INDIA

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No. GEC/Circular/2015-16/ Attendance/2

Date: 15/06/2015

### C I R C U L A R

Attention of all the students of this College is invited to the University **Ordinance No.OA-17.3** in connection with the "Attendance and Eligibility to appear for Examinations" which, inter-alia, provides:

"A student registered in a Semester/Term/Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester/Term/Year. Although the attendance shall be cumulative for all the papers/courses taken together in the given Semester/Term/Year, a student shall be required to have a minimum of 50% attendance in any individual/course". (**Ordinance No.OA-17.3(iv).**)

"A student, having less than 75% cumulative attendance in a Semester/Term/Year and / or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester/Term/Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year/Term/Semester by paying requisite fees. ..." (**Ordinance No. OA-17.3 (v).**)

Besides, "absence on medical grounds shall be offset against the 25% concession in the attendance already granted". **Ordinance No.OA-17.3 (ix)**, which means, there will be no special concession for absence on medical grounds.

The Ordinance also provides that "The statement of the attendance shall be prepared paper/course-wise and month-wise and a copy of this statement shall be sent to the University for records". **Ordinance No.OA-17.3 (ii)**

Pursuant to the above, all the students are advised to take note of the above provisions for compliance and furnish the following undertaking, duly signed by them and counter-signed by their respective parents/guardians, in the enclosed format:

Principal  
Goa College of Engineering

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### U N D E R T A K I N G

I, THE UNDERSIGNED \_\_\_\_\_ (name of  
the student) ROLL NUMBER \_\_\_\_\_ SEMESTER \_\_\_\_\_ BRANCH \_\_\_\_\_

\_\_\_\_\_ HEREBY DECLARE THAT I HAVE TAKEN DUE NOTE OF AND UNDERSTOOD  
THE CONTENTS OF THE AFORESAID **ORDINANCE No.OA-17.3** CONCERNING THE  
"ATTENDANCE AND ELIGIBILITY TO APPEAR FOR THE EXAMINATION" AND OFFER TO  
STRICTLY ABIDE BY THE SAME IN LETTER AND SPIRIT".

Place:

Date:

Parents/Guardian's Signature.  
Parents contact Phone number:  
Address:

Student's Signature.  
Name:  
Roll Number