

Notice

Guidelines for Theory Classes during the Semester

For Students:

1. **Regular Attendance:**

- a. It is **mandatory** for students to attend classes regularly.
- b. Students must maintain **at least 75% attendance** throughout the semester.
- c. Failure to meet this attendance requirement may result in **detention** from the mid-term or semester exams, as per the GGSIPU rules and regulations.
- d. Separate class notebook for each theory subject will be maintained and the same will be regularly checked by the concerned faculty member.

2. **Marks for Attendance:**

- a. **2 marks** will be awarded for every class attended by the student.
- b. These attendance marks will be averaged at the end of the semester and will contribute to the internal marks for the subject.

3. **Participation in Assessments:**

- a. **5 marks** will be awarded based on assignments, quizzes, or other assessments conducted **every fortnight**.
- b. The assessments will cover material taught during the respective class sessions.
- c. Marks from these assessments will also be averaged at the end of the semester and will be included in the internal awards.

4. **Importance of Physical Presence:**

- a. Students are encouraged to attend all theory classes in person to maximize their attendance and assessment marks.

For Faculty Members:

1. **Attendance and Marks Recording:**

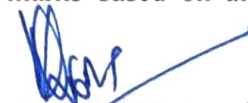
- a. Faculty members are responsible for tracking student attendance accurately.
- b. **2 marks** should be awarded for each class attended by the students.
- c. Attendance-based marks should be averaged at the end of the semester when compiling the final internal marks for the subject.

2. **Conducting Assessments:**

- a. Faculty members must conduct assignments, quizzes, or other assessments **every fortnight**.
- b. These assessments will be based on the course material covered up until the respective class.
- c. **5 marks** will be awarded for these assessments, and the marks should also be averaged at the end of the semester for final internal marks.

3. **Strict Implementation:**

- a. These guidelines will be strictly followed to ensure students attend all classes in person, thus providing them with the maximum opportunity to earn marks based on attendance and participation.



Prof. Dr. Neelam Sharma

Director

Students Notice Board

Copy To:

1. Director General. MAIT
2. Dean, MAIT
3. Dean (R & I)
4. All HOD's (for information to the concerned faculty and staff members)