Saint Claret College (Autonomous), Ziro

Re-accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)
Affiliated to Rajiv Gandhi University, Itanagar
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NOTICE ON ATTENDANCE SHORTAGE

This notice is issued to all students whose attendance is below 70%. Please follow the instructions outlined below to rectify your attendance shortage and ensure eligibility for upcoming examinations.

Note: The last date for Attendance tabulation shall be 10.11.2026

Section 1: Remedial Measures

1. Meet with your respective Course Teacher for each course in which your attendance is below 70% to receive specific remedial actions.
2. Remedial actions will include the completion and submission of assignments, calculated as detailed in Section 2.

Section 2: Assignment Submission

1. For each course with attendance below 70%, you must submit one assignment for every two classes missed.
2. **Assignment Calculation Example (Step-by-Step):**
   Step 1: Determine the total number of classes taught for the course.
   Step 2: Subtract the number of classes you attended from the total classes taught to find the number of classes missed.
   Step 3: Divide the number of classes missed by 2 to get the total assignments required. If the result is not a whole number, round up to the next whole number.
   Example: If a student attended 32 out of 50 classes:
3. Total Classes Taught = **50**; Total Classes Attended = **32**; Classes Missed = 50 − 32 = **18**
   Assignments Required = 18 ÷ 2 = **9** assignments
4. Each assignment must be written on a minimum of 4 pages (A4 size) and submitted to the respective Course Teacher.
5. **Deadline:** All assignments must be submitted **before the Exam Form Fill-up dates** (refer to notification issued by the Office of the CoE). No late submissions will be accepted.

Section 3: Security Deposit Impounding

Attendance Percentage	Security deposit impounded
Below 50%	Full Security deposit
50 – 60 %	50% of the Security Deposit
61- 70%	25% of the Security Deposit

The impounded amount must be paid to the college office **before the Exam Form Fill-up**.
Note: Students whose attendance percentage will be above 70% on 10.11.2026 will be exempted from the impounding of Security Deposit.

Section 4: Consequences for Non-Compliance

- Students who fail to complete and submit the required assignments by the specified deadline will have their Continuous Internal Assessment (CIA) withheld.
- Admit Cards will be cancelled for non-compliant students, making them ineligible to appear for the End Semester Examinations.
- These consequences will directly impact your academic standing and progression.

Note: The above guidelines must be strictly followed. Regular class attendance is expected henceforth, and further absences may result in additional penalties.

This notification is issued with the approval of the Principal

Dr. Sonisha R. Syiem
Dean, Academic Affairs
SCCZ

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Ziro, Arunachal Pradesh - 791120