



# SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

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NO. SSUET /REG/2020/1732

Date: October 14, 2020

## NOTICE

All students are hereby directed to adhere to the following attendance procedure during Fall Semester 2020 online classes:

### Procedure for Attendance during Fall Semester 2020 of Online Classes

1. Every Student of the University is required to maintain at least 75% of the attendance in each course. A student, who fails to meet the minimum requirements of attendance in any course, will not be allowed to appear in the End Semester Final Examination for that course.
2. The 25% margin of absence from the classes is reserved for hospitalization or for any genuine eventuality, those who do not have the 75% (Theory & Lab separately) attendance or miss their periodical examination are subject to be detained from appearing in End Semester Final Examinations as per statues of SSUET and relevant accreditation and regulatory bodies.
3. The students who attend the Online Class will be marked 'Present' or who login at VLE of SSUET and explore course materials such as Lectures Slides and Lectures Recordings within 10 hours from the commencement of class then the instructor will mark student attendance as 'Present'.
4. If a student misses a class or series of classes due to illness or prolonged electricity shutdown or internet unavailability, etc., the student is responsible for communicating with the course instructor to inform them as soon as possible.
5. Students are responsible for communicating with the course instructor(s) via the means of communication established by the instructor(s), e.g., MS-Team, SSUET VLE, email, Course WhatsApp group, etc.
6. If a student has less than 70% attendance till midterm examination due to any unavoidable reason like prolong electricity shutdown, illness, internet unavailability, etc. then student should watch the pre-midterm Recorded Lectures and teacher will take either 3 quizzes or one grand Test (equivalent to 03 quizzes) comprising on those lectures. Teacher will mark attendance as 'Present' of such students on Passing the Quizzes/ Grand Test.
7. In all cases, of absence, excused or otherwise, students are still responsible for completing any work that they may have missed due to illness, including assignments, quizzes, and exams.

Engr. Syed Sarfraz Ali  
Registrar

Copy to:

All Deans  
Additional Registrar  
All Chairpersons / Teaching Department  
Director I.T.  
DSA  
PS to Vice Chancellor  
All Notice Boards