



**INSTITUTE  
OF ENGINEERING & MANAGEMENT KOLKATA**  
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**Date: 10<sup>th</sup> January, 2024**

## **NOTICE**

All students are being informed that students who have less than 75% attendance will be debarred from the mid-semester exams and semester examinations. Their grades will drop by 1-2 levels. The debarred students will give supplementary exams later but their internal assessment marks will stay same.

The calculation of 25% attendance leaves based on class days for regular students will be 12 days per semester and for genuine medical reason with medical certificate it will be 14 days per semester. Taking any leave more than the prescribed amount will lead to attendance falling below 75%, which will lead to grade drop and backlogs which will need to be cleared by giving supplementary exams later.

*Jatijjel Chakrabarti*

**By Order,  
Sd/-  
Director**