

PSG College of Arts & Science  
Coimbatore – 14

**1. ATTENDANCE**

The guidelines of attendance requirement issued by the Bharathiar University is adopted by the College. Attendance shall be considered semester wise (not annually).

A candidate will be permitted to appear for the Comprehensive Examinations in any semester if.

1. He / She secures not less than 75% of attendance in the total number of working days during the semester.
2. His / Her progress has been satisfactory.
3. His / Her conduct has been satisfactory.
4. If the absence of a student in a semester exceeds 22 ½ days he / she will not be presented to that semester examination. (The working days for a semester is 90 days).

**2. ABSENCE OF A STUDENT IN A SEMETER ABOVE 22 ½ DAYS AND UPTO 45 DAYS  
i.e., 23 TO 45 DAYS**

1. In case a student has been absent for more than 22 ½ days in a semester but less than or equal to 45 days, he / she will not be presented to that semester examination. However that student will be permitted to go to the next semester wherein he / she has to compensate the previous semester's lack of attendance. (That is the number of days of absence during both the semesters should not exceed 45 days). In such a case the student will be permitted to write both semester examinations at the end of that semester.
2. If a student fails to compensate the loss of attendance during the next semester , i.e., the total number of days of absence of both the semesters put together exceeds 45 days he/she has to re-do the course by joining the previous semester as a fresh candidate. The continuous assessment marks earned by the student will have no value and he/she has to earn his/her continuous assessment marks afresh.
3. The opportunity of carrying forward the lack of attendance is possible only once during the entire period of the course of study. This combination of lack of attendance can be done only between subsequent semesters. That is 1&2 or 2 &3 or 3&4 or 4&5 or 5&6.

**3. ABSENCE OF A STUDENT IN SEMESTER ABOVE 45 DAYS**

1. If a student is absent for more than 45 days in any semester he / she will not be presented to that semester examination. Further he / she will not be permitted to go to the next semester since he / she cannot compensate the loss of attendance in the next semester even if he / she attends 100% of the classes. In such case, that student has to re-do the

course by joining the semester during which the attendance was lost. For example, if a student has been absent for more than 45 days in second semester (Dec – May), he / she has to be at home during subsequent semester (July - November) and has to join afresh next year (Dec-May) in the second semester.

2. If a student has availed the opportunity to compensate once and lack of attendance in any of the subsequent semesters, he/she has to re-do that semester in the next year by joining as fresh candidate. For example if a student has to re-do the III semester (July-Nov), he/she has to be at home during Dec- May semester and has to rejoin July-Nov session next year.
3. If a student is absent for one or more hours in a session (Forenoon OR Afternoon), he/she will lose attendance for half-a-day.

#### **4. CERTIFICATES**

1. Any student who wishes to obtain a transfer or conduct or study certificate shall apply to the College office in writing. Certificates will be issued on the next day only.
2. Certificates from the examination section will be issued on the third calendar day after applying with the prescribed fees remitted.
3. Students discontinuing their studies should apply for their transfer certificates within 15 days of their last date of attendance, failing which they forfeit their caution deposits.
4. Students representing the College in various activities should get bonafide certificates from the staff in charge.