

STUDENTS' ATTENDANCE CLEARANCE FORM

IQAC, South East Manipur College, Komlathabi

Dated -----

Name of Student _____ Semester _____

Department _____

SI No.	Participation/Class Attendance	Attendance Percentage Target	Percentage Obtained	Departmental Authorization (HOD/Nodal Officer/Concern Officer)
1	Class Attendance	>= 75%		(HOD)
2	NCC	+ 15%		(NCC Coordinator)
3	Extra-curricular activities	+10%		(IQAC)
4	NSS	+10%		(NSS In-charge)
5	Student Union Member	+15%		(Teacher In-charge)
6	Medical Ground with Document Proof	+10%		(HOD)
7	Sports	+10%		(HOD PED)
Total Percentage (To be fill by HOD)				

Note: In case, the Total Percentage of student is below 75% then the student needs to fill up the undertaking form to apply for scholarship scheme and semester examination:

Signature HOD:

Dated:

UNDERTAKING FORM

I, student of semester in the Department of do hereby undertake that I will maintain the required attendance of 75 percent in the academic session.....

With this undertaking, I assure that in case I fail to maintain the aforementioned/prescribed norms. I will not be eligible to apply for Scholarship of any agency as well as for appearing in the semester examinations. Henceforth, I am completely aware of the fact that I will accept the decision/action taken upon me by the College Authority for my defaulter.

Signature of Parents/Guardian:

Dated:

Signature of the Student:

Mobile No.:

Dated: