Pakistan Institute of Engineering and Applied Sciences
Nilore, Islamabad, 45650 Pakistan

No. PIEAS-671(50)/2015 Date: 24-07-2015

Notification No. 26/2015

Subject: **Attendance Rules**

Attendance rules for PIEAS MS fellows as decided in faculty meetings are notified :

i. It is not permissible for a student to absent himself / herself from classes.
ii. Students must attend all of their scheduled classes, lab sessions, tutorials, etc. In case of an emergency, the student must apply for leave to the relevant head of department. However, a leave will be considered as an absence without financial penalty.
iii. A minimum of 80% attendance is a requirement for all PIEAS students to appear in the terminal examination. There will be no relaxation at all in this requirement.
iv. Teachers shall be responsible for entering attendance of their classes. The attendance shall be entered on weekly basis.
v. If a student absents himself/herself from class, he/she will be imposed a penalty. A penalty of Rs.2000/- per day will be imposed during the first week of a semester. However, for other weeks, the penalty will be Rs.1000/- per day. In case of partial attendance, the fine will be multiplied by the ratio of missed sessions to the total number of sessions for the day.
vi. The penalty due to absence will be deducted directly from the stipend of the fellow. Self-financed MS students shall pay fine within the month. Semester result of the students, who do not clear their dues, will be withheld.
vii. During the first week of a semester, teachers will take the scheduled classes irrespective of number of students present in the class.

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viii. Re-scheduling of classes or lab sessions will be avoided; it may be done only in extreme emergency. The re-scheduling must be got authorized from the relevant Head or Dean.

Implementation of the rules regarding leaves and penalties shall be the responsibility of the concerned department. Any communication in this regard should be made under intimation to the office of Controller of Examinations, PIEAS.

Attendance rules shall be implemented from Fall Semester, 2015.

(Dr. Muhammad Masood ul Hasan)
Registrar

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