



## B. P. Poddar Institute of Management & Technology

EN-31, Sector-V, Salt Lake City, Kolkata – 700 091

### Sub : Attendance before 1<sup>st</sup> Internal Examination.

Students may find their categorized attendance for classes held during 16<sup>th</sup> January, 2018 to 22<sup>nd</sup> February, 2018 from the attached pages in the Notice Board.

As recommended by the Attendance Committee and endorsed at the appropriate level, all are further advised to strictly follow the advice mentioned under each category to avoid further action :

Range of attendance (%)	Category	Advice
0 — 30	F	Joint undertaking to be submitted to Head of the Institute within last date of the Internal Class Test, failing which result for class test to be kept with held.
31 — 50	D	Personal undertaking to be submitted to the Head of the Department within last date for class test failing which result to be kept with held.
51 — 74	B	Caution being issued for further improvement.

 03.03.18

**Dr. Aparna Bose**  
**Convener attendance**