



राष्ट्रीय प्रौद्योगिकी संस्थान, मिजोरम  
NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2341699 / 0389-2341236 / 0389-2341774

Email: nit\_mizoram@nitmz.ac.in

**OFFICE ORDER**

No.NIT-MZ/ACAD(6)/2012/3372

Date: 9<sup>th</sup> May, 2014

This is to notify the following **Rules for Regulating Late Registration and Attendance** approved by the Director on the recommendation of the Head of Department Meeting in the Office Chamber of the Director on 07/05/2014 for implementation w.e.f the Academic Session 2014-15 for all the students of NIT Mizoram.

**1. Rules regarding Late Registration:**


- i. Fine to be charged after last date of registration @Rs.100/- per day for first three days.
- ii. After the 3<sup>rd</sup> day from the last date of registration fine to be charged @Rs. 500/- per day up to maximum amount of Rs.5,300/-.
- iii. Cut-off date of registration is up to 3<sup>rd</sup> week from the last date of registration. After that, no registration is allowed until and unless there is a genuine case with sufficient documental proof and the application for registration, forwarded by concerned Faculty Advisor to the Director for its consideration and approval.
- iv. However, to be eligible for appearing in Mid-Semester Examination the students must have attended at least 25% of the classes held before Mid-Semester Examination.
- v. In any case, no registration will be allowed after the date of commencement of Mid-Semester Examination.

**2. Attendance Rules:**

- i. Attendance in all classes (lectures, tutorials, laboratories, and seminars etc.) is compulsory. However, to provide for emergency, absence to the extent of 25% of scheduled number of classes in each course will be forgiven as a matter of routine.
- ii. In deserving cases, a further relaxation of 15% (attendance between 60% to 74%) may be made by concerned teacher, but the student's grade will be reduced by one step / grade, e.g. 'AA'

grade will be reduced to 'AB'. However, the reduction grade is limited up to 'DD' grade only.

- iii. In deserving cases, a further relaxation of 10% (attendance between 50% to 59%) may be made by concerned teacher, but the student's grade will be reduced by two step / grades, e.g. 'AA' grade will be reduced to 'BB'. However, the reduction grade is limited up to 'DD' grade only.
- iv. If attendance is below 50% of a particular course, his / her registration of a particular course will be cancelled by the concerned teacher and he/she will get 'RC' (Registration Cancelled) grade. He/she may register in a subsequent semester.
- v. If a student is engaged officially outside the class room, e.g. in the placement programme and institute level meeting or in a specially approved SAS activity, his/her attendance will be marked by concerned faculty/officer. It is the student's responsibility to ensure that the attendance is marked by concerned faculty/officer.



(LALTHIANGHLIMI ZOTE)  
Dy. Registrar (F&A)  
NIT Mizoram

Copy for information to:

1. Faculty I/C Academics
2. Faculty I/C Examination
3. All Head of Departments
4. All Notice Boards
5. Technical Assistant to kindly upload in the official website of the Institute
6. Concerned File
7. Office Order Guard File

