

**G. T. B. KHALSA INSTITUTE OF ENGINEERING & TECHNOLOGY
CHHAPIANWALI (MALOUT)**

Ref. No. GTBKiet/CHP/Acad/N-09/

Date: September 9, 2009

Important Notice

It is for the information of all the students who have been **detained** either on basis of **Attendance or Sessional Marks** in the **1st/2nd, 3rd, 5th & 7th Semester/s**, they are required to submit the **DETENTION REGISTRATION FORM**. These forms are available in the Accounts Section. **Students have to fill separate form for each semester's detention.** Students are required to submit these forms in the Students Section, which will be forwarded to the respective department after verification. Head of the respective department will assign the teacher for the particular subject and also notify the same separately for the information of the students. All such students have to submit their detention form **latest by September 14, 2009**. No form will be entertained thereafter. Students should note that **Internal Marks** will not be forwarded to the university, if the **DETENTION** forms are not submitted in the student section by the due date, even though University Examination Form is filled by student/s for the same. Student/s, who has been detained on the attendance basis, have to attend lectures of the respective subject, he/she has to qualify the following criteria:

- a) **Minimum attendance criteria of 75%.**
- b) **Appear for the three sessional tests.**
- c) **Required to submit the assignments.**

Incase, the student fails to meet the required attendance criteria of 75%, he/she will not be allowed to appear in the final University Exams and will be detained on the basis of attendance again. The student/s, who has been detained on the basis of Sessional Marks, will have to **appear for the three sessional tests only.**

Note: Pass Out student/s will have to pay the full semester fees only then internal marks will be forwarded to the University.

sd -
Director - Principal

Endst. No. GTBKiet/CHP/Acad/N-09/ 1321
Copy to: -

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1. Dean (Academics)
2. All HODs & W/s Supdt. - for circulation
3. Accounts Officer
4. Supdt. Student Section
5. All Notice Boards
6. College Website - www.gtbkiet.org
7. Est. File

[Signature]
Director - Principal