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31/08/16

OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTORS  
PANJAB UNIVERSITY, CHANDIGARH

No: 5564-563/DUI/DS  
Date: 30/08/2016

Subject: Rules and the process of handling shortage of attendance.

General  
Guidelines

The Departments are to follow the process listed below to ensure that the rules framed for attendance are implemented in letter and spirit:

1. Every department has to calculate shortage of attendance at 75% of total lectures/tutorials/practicals etc. delivered/held every month.
2. Teachers to submit cumulative attendance, with shortage at 75%, latest by 5<sup>th</sup> of every month (starting with the attendance upto 31<sup>st</sup> August to be submitted by 5<sup>th</sup> September) to the Chairperson.
3. The Department to upload the same on the online Notice Board of the Department latest by 15<sup>th</sup> of every month (September onwards) and send a copy of the same to the office of the DUI for information.
4. Chairperson to inform the parents of those students whose monthly attendance is below 50% by Registered Post.
5. All cases of shortage of attendance, complete in all respect, must reach the office of the DUI, at least one week before the commencement of end-semester examination.
6. Chairperson to certify the following:
  - a) Students have already been informed about the rules related to attendance.
  - b) Rules related to attendance have been displayed on the Notice Board of the Department and also put on the online Notice Board.
  - c) Parents of the students whose monthly attendance has been less than 50% in lectures/tutorials/practicals etc. have been informed by Registered Post.
  - d) The information about attendance has been regularly uploaded on online Notice Board of the Department every month with intimation to the office of the DUI.

We would like to reinforce that while calculating total semester-end shortage of attendance, Chairperson has the power to condone only a fixed percentage (or fixed number) of lectures/tutorials/practicals etc. delivered/held as per the specific regulations of the respective course. For example, in University Business School, the Chairperson has the power to condone deficiency upto 10% in various courses which are offered by University Business School. This power of condonation of shortage of attendance, as enshrined in the specific regulations of each course, has to be exercised judiciously for medical reasons, and for participating in cultural/sports activities for which detailed

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procedure has been outlined at '(C) (a) & (b)' or for any other exigency which the student might have faced.

In addition, as per the decision of the Senate (12.10.2003, Para XXIII), the Vice Chancellor, on the recommendation of the Board of Control and for the reasons to be recorded, can condone shortage of lectures upto another 10 lectures delivered in various paper (s) to the best advantage of the candidate.

Further, the Syndicate has the power to condone upto another 10 lectures in various paper(s), for the reasons to be recorded, in cases of extreme hardship as outlined at '(D) 1'.

Moreover, in case of hardship cases listed at '(D) 2', the lectures delivered during the period of absence upto a maximum of 15 days (30 days in case of delivery of a child or miscarriage) can be condoned.

Concession under '(D) 1' and '(D) 2' cannot be claimed simultaneously. The student can claim benefit under '(D) 1' or '(D) 2' to the best of his/her advantage.

Further, Departments are to ensure compliance with the requirements of Regulatory Agencies, viz., AICTE/BCI/ DCI/MCI /NCTE/PCI etc.

(A)

Ensure that first semester students are monitored for attendance in the first ten working days of start of teaching.

First ten  
working days  
from start of  
teaching

1. Admission of all such students who fail to attend at least 33% of the total lectures/tutorials/practicals etc. delivered/held in all the papers during the first ten working days from the start of teaching work shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below:
  - a) By the 12<sup>th</sup> day after the start of classes for a particular course, the names of those students who fail to attend at least 33% of the total lectures / tutorials / practicals etc. shall be put up on the Notice Board and online Notice Board of the Department and also send a copy of the same to the office of the DUI. Within 4 days of the date of such notice, a student who is short of attendance may give in writing the reasons for his absence from the classes.
  - b) If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control/Joint Admission Cell, his admission shall be cancelled.
  - c) All the seats thus falling vacant shall be filled strictly in the order of merit from the waiting list or through subsequent counselling before the expiry of the last date fixed for admissions by the University.
  - d) When the admission of the student(s) is cancelled as stated above, the Department shall display on the Notice Board and online Notice Board, the list of the person(s) next in the waiting list and make admissions accordingly.
  - e) Approval of cancellation of admission and permission to fill up the cancelled seat(s) to be sought from the DUI.

**Note:** *It is obligatory on the part of students to keep in touch with the Department concerned for the possibility of the seats to fall vacant.*

*M*

*(Signature)*



**Monitoring of continuous absence from classes**

(B)

Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules (*PU Calendar Volume I, 2007, Chapter VII (C), p. 151.*). Striking the name off the rolls and re-admission must be got approved from the DUI.

**Condonation of shortage of attendance**

(C)

1. It is a mandatory requirement of UGC that a student must have minimum attendance of 75% of the total number of lectures/tutorials/practicals etc.
2. Regulations of each course permit condonation of fixed percentage (or fixed number) of lectures by the Chairperson on medical grounds, for participation in cultural/sports activities, and for any other exigency which the student might have faced.
3. Departments to process and recommend the cases for condonation of shortage of attendance of only those students who have attended minimum 33% lectures/tutorials/practicals etc.

The power of the Chairperson to condone a fixed percentage (or a fixed number) of lectures/tutorials/practicals etc. as enshrined in the specific regulations of each course includes condonation for medical reasons, and for participation in cultural/sports activities or any other exigency [except condonation of attendance of extreme hardship / hardship cases listed at '(D)'] for which the procedure has been outlined below. The cases of extreme hardship/hardship on medical grounds will also follow the below-mentioned procedure:

(a) Medical Reasons:

- i) The student shall submit Medical Certificate in the Department within 15 days of joining back after availing leave for illness.
- ii) The Department will forward Medical Certificate for verification to Chief Medical Officer, Bhai Ghanaiya Ji Institute of Health, within 3 working days.
- iii) The Chief Medical Officer will not entertain any request made directly by the student in this regard. Every request has to be sent through the Department.
- iv) The Chief Medical Officer will *verify the authenticity* of the Medical Certificate and send it back to the department with clear-cut observations regarding acceptance or rejection of the Medical Certificate within 5 working days.
- v) The Chairperson shall certify that the candidate neither attended any class nor participated in any cultural/extracurricular/other activities of the Department/University during the period for which Medical Certificate has been submitted by the student.

*Note: The time period mentioned above under i), ii), and iv) shall have an overriding constraint of completing whole of the process of making the Medical Certificate available with the Department, forwarding to and verification of the same by the Chief Medical Officer before the final case is sent by the Department to the office of the DUI.*



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(b) Cultural/Sports Activities:

A student who participates in Inter-University or University or Inter-Collegiate Tournaments or Youth Festivals or National and International Tournaments or similar other activities or NCC, or University educational excursions or N.S.S. etc. be allowed credit for an equal number of lectures delivered and tutorial, practical classes etc. held during the period he was away to participate in such an activity *provided the student proceeds with prior permission of the head / Chairman / Principal concerned.* (PU Calendar Volume III, 2009, Chapter XV, Clause 4.1, p.263).

Such cases which are to be sent to the office of the DUI, must bear the Department's number and date on which the request of student was forwarded to the office of DSW for participation in such activities.

(D)

Cases of extreme  
hardship/hardship

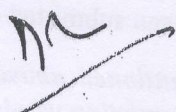
1. The Syndicate in its meeting held on 29.11.2004, Para 33 (6), determined the grounds for *extreme hardship* for condonation of shortage of lectures as under:

- a) Death of either parent, sister, brother, spouse or the child (including the condonation of lectures by the department/Vice-Chancellor) upto 15 working days.
- b) Number of days the student could not attend the classes due to natural calamities.
- c) Number of days the student could not attend the classes due to riots etc.
- d) For the days a student could not attend due to law and order problems.
- e) For the days a student remained admitted in a hospital.

\* The grounds of *extreme hardship* given above are subject to a ceiling of 10 lectures imposed by the Senate, Para XXIII, dated 12.10.2003 on the power of the Syndicate for condoning the lectures for reason to be recorded.

2. The Syndicate in its meeting held on 31.01.2012, Para 48 (iv), approved the following guidelines for considering hardship cases of shortage of attendance of the students:

- i) In case of delivery of a child or miscarriage by the female student during the semester, or
- ii) In case a student is hospitalized or has been admitted in the hospital but discharged with a direction not to move because of the incapacitation caused to him / her because of the accident or injury or ailment, or
- iii) In case a student is suffering from contagious or infectious disease and is advised by the Doctor not to attend classes in the interest of other students or has been otherwise prescribed bed rest due to incapacitating disease, or
- iv) Cases of hardships in which a student is prevented from attending classes because of severe illness and admission in the hospital or death of a family member, i.e. father/mother/son/daughter/sister/brother/spouse.





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For such students, the lectures delivered during the period of absence upto a maximum of 15 days (30 days in case of delivery of a child or miscarriage) can be condoned.

The above-listed rules and the process has been summarised as follows:

1. Teacher to submit cumulative attendance with shortage at 75% latest by 5<sup>th</sup> of every month.
2. Chairperson to upload the same on online Notice Board of the Department latest by 15<sup>th</sup> of every month with intimation to the office of the DUI.
3. Parents of the students below 50% of attendance to be intimated by Registered Post.
4. Cases of those students who have not attended minimum 33% lectures/ tutorials/practicals etc. will not be considered and processed further.
5. Chairperson to ask the students to submit claim(s) on account of medical reasons, cultural/sports activities, or any other exigency, including the ones listed at '(D)' above, for condonation of shortage of attendance with documentary proof on a date immediately after the last date of teaching.
6. Academic Committee to finally calculate the shortage of attendance after condoning the lectures by the Chairperson, as enshrined in the specific regulations of the course, on the basis of medical reasons, cultural/sports activities, or any other exigency claimed under point 5, except extreme hardship/hardship cases listed at '(D)' above as per rules.
7. The decision of the Academic Committee to be duly approved by the Board of Control.
8. Cases of shortage of attendance, complete in all respect, must reach the office of the DUI atleast one week before the commencement of end-semester examination.
9. The Vice Chancellor has the power to condone shortage of another 10 lectures in various paper(s), over and above the lectures condoned by the Chairperson under point 6, on the recommendation of Board of Control and for the reasons to be recorded.
10. The Vice Chancellor in anticipation of approval of the Syndicate, has the power to condone 10 lectures in various paper(s) in case of extreme hardship cases listed at '(D) 1'. For hardship cases listed at '(D) 2', the lectures delivered during the period of absence upto a maximum of 15 days (30 days in case of delivery of a child or miscarriage) can be condoned. However, concession under '(D) 1' and '(D) 2' cannot be claimed simultaneously. The student can claim benefit under '(D) 1' or '(D) 2' to the best of his/her advantage.

*Dinesh Singh*  
Dean of University Instruction 30/8/17



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Name of the Teaching Department \_\_\_\_\_

Statement showing the shortage of lectures for the academic session	Class/Semester

Class/Semester

Date of commencement of examination \_\_\_\_\_ F.N./A.N.

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