

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

No.119-199/DUI/DS

Dated:- 30.01.2017

Subject:- Shortage of attendance – Even Semester 2017.

Ref:- This is in continuation of this office letter No. 7601-7699/DUI/DS dated 27.10.2016.

You are again requested to brief and sensitise the students of your department regarding the rules and norms of condonation of shortage of attendance, so that they fulfill the requirements as communicated to you vide letter under reference.

The departments are to follow the process listed below for condonation of shortage of attendance of the students of even semester:-

1. Attendance of the students be counted from the date of start of teaching of the semester.
2. Sportsperson to be given concession for attending camps / participation in tournaments.
3. Teachers to submit **paper-wise** cumulative attendance with shortage at 75% (or as per the requirement of the regulatory body, if any), latest by 5th of every month to the Chairperson.
4. The Department to upload the **paper-wise** cumulative attendance on the online Notice Board of the department latest by 15th of every month and send a copy of the same to the office of the DUI for information.
5. All the 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. Shortage of the attendance is to be calculated and reported to us **paper-wise**.

Chairpersons to ensure that the student(s) who have already claimed the ad-hoc benefit of 10% for participation in cultural / extra-curricular activity in the odd semester 2016, do not get the benefit of participation in the current semester.

The revised proforma for submitting the cases of condonation of shortage of attendance is enclosed as **Annexure A**.

This may be treated as **MOST URGENT**.

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Dean of University Instruction

Issued to :-

The Chairperson / Directors,
All Teaching Departments, Panjab University, Chandigarh.

PANJAB UNIVERSITY, CHANDIGARH

Name of the Teaching Department _____

Annexure-A

Statement showing the shortage of lectures for the academic session _____

Class / Semester _____

Date of commencement of examination _____ F. N. / A.N.

Sr. No.	Name of the Student	Total lectures delivered	Requirement of 75% lectures*	Total lectures attended	Credit for sports activities**	Whether ad-hoc benefit (for participation in cultural / extra-curricular activity) availed in July-Dec, 2016 semester (YES/NO)	Credit for participation in cultural / other activities subject to maximum of 10% of the total lectures delivered***	Shortage of lectures [4-(5+6+8)]	Lectures condoned by the Chairperson	Remaining shortage of lectures [9-10]	Shortage to be condoned by		Final shortage of lectures [11-[12+13]]	Reason(s) for shortage of lectures
											V.C.(10 lectures)	V.C. in anticipation to the approval of the Syndicate '(D) 1' [10 lectures] OR '(D) 2' [lectures delivered in 15 or 30 day]		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	_____													
	PAPER – I PAPER – II PAPER – III PAPER – IV PAPER – V													

* Please comply with the requirements of regulatory agencies viz. AICTE/BCI/DCI/MCI/NCTE/PCI etc, if applicable.

** Deficiency of equal numbers of lectures (theory, practical, seminars and tutorials etc.) shall be condoned for sportspersons for attending Coaching Camps and participation in various tournaments i.e. Inter Hostel and Inter Department, Inter College, Inter University, National and International level tournament, duly recommended by the Deputy Director (Campus Sports).

*** Benefit is given only to those students who have not availed ad-hoc benefit under Column 7.

Seal and signature of the Chairperson