

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

No. 9375-9474/DUI/DS
Dated:- 20.11.2017

Subject:- Shortage of attendance – Odd Semester 2017.

The revised proforma for submitting the cases of condonation of shortage of attendance is enclosed as Annexure A. You are requested to send the cases of condonation of shortage in accordance with the norms circulated to you vide this office letter No. 5226-5325/DUI/DS dated 18.07.2017.

This may be treated as MOST URGENT.

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Dean of University Instruction

Issued to :-

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

PANJAB UNIVERSITY, CHANDIGARH

Annexure A

Name of the Teaching Department _____

Statement showing the shortage of lectures for the academic session _____ class / semester _____

Date of examination _____ F.N / A.N

Sr. No.	Name of the student	Total lecture delivered	Requirement of 75% lectures*	Total lectures attended	Credit for sports activities**	Shortage of lectures	Lectures condoned by the Chairperson	Remaining shortage of lectures	Shortage to be condoned by		Final shortage	Reason(s) for shortage
						[3-{5+6}]		[7-8]	V.C. (10 lectures)	V.C. in anticipation of approval of the syndicate "[D]" P-55 of HBI-2017		
1	2	3	4	5	6	7	8	9	10	11	12	13

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

** 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 NSS or in any activity where a student has been deputed by the University (not by the department) 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 / Chairperson/Principal concerned.

Seal and signature of the Chairperson