

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

No. 1625-1725/DUI/DS
Dated: 29.06.2022

CIRCULAR

As per rules appearing at page no. 33 Part-C contained in the Handbook of Information-2021, wherein, it was mandatory to submit all cases of shortages of attendance, complete in all respects, must reach the office of the undersigned at least one week before the commencement of end-semester examination.

In view of above, it has been observed by the undersigned and a serious view has also been taken by the Vice-Chancellor on the same issue that number of departments are submitting their cases of shortages of attendance one day or on the same day before the commencement of examination for approval of the Competent Authority.

All Chairpersons / Directors / Coordinators of PU teaching Departments / Institutes / Centres / Regional Centres are hereby **advised to get the cases of shortages of attendance prepared and submit the same at least one week before the commencement of end-semester examination, for the approval of the Competent Authority.**

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Dean of University Instruction

Issued to :-

1. All Chairpersons / Directors / Coordinators
of Teaching Departments / Centres / Institutes
Panjab University
2. SO to VC for kind information of Hon'ble Vice-Chancellor.