

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

No. 538-938/DUI/DS

Dated: 09.02.2023

**Sub:       Regarding Condonation of Shortage of lectures.**

All the Chairpersons/Directors/Co-coordinators is requested to brief and sensitize the students of the Department/Centre/Institute to attend the classes on regular basis and also about the rules and norms of condonation of shortage of attendance, so that they fulfill the requirements as per the rules of condonation of lectures incorporated in the Handbook of Information 2022-23. In case of continuous absence of the candidate, the Department shall take action as per the norms.

You are also requested to follow the process for attendance, as enshrined in the Handbook of Information 2022-23 which is reproduced as under: -

- i) Cases of those students who have not attended at least 33% lectures/tutorials/practicals etc. shall not be considered for condonation of shortage of lectures at all. This shall not be applicable to the candidates falling under '(C) (b) i)'
- ii) Attendance is to be counted from the date of admission in case of the student of first semester/year and for the ongoing classes attendance is to be counted from the date of start of teaching notified by the Dean of University Instruction.
- iii) Every department has to calculate shortage of attendance at 75% of total lectures/ tutorials/ practicals etc. delivered/held every month as per the regulations of the course.
- iv) Teachers to submit cumulative attendance, with shortage at 75%, latest by 5th of every month to the Chairperson.
- v) The Department to upload the same on the online Notice Board of the Department for information to the students latest by 15th of every month and send a copy of the same to the office of the DUI for information.
- vi) 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.

In view of above, you are requested to upload the cumulative attendance of January, 2023 on the online notice board of the department before 15<sup>th</sup> February and also send the copy of the same to this office for information please.

Sd/-

Dean of University Instruction

To

All the Chairpersons/Directors/Coordinators of  
Teaching Departments/Centres/Institutes,  
Panjab University

## PANJAB UNIVERSITY, CHANDIGARH

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

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 ** or/ and blood donation ***	Shortage of lectures	Lectures condoned by the Chairperson	Remaining shortage of lectures	Shortage to be condoned by		Final Shortage	Reason(s) for shortage of lectures
						4-(5+6)			V.C. (10 lectures)	V.C. in anticipation of the approval of the Syndicate		
1	2	3	4	5	6	7	8	9	10	11	12	13

**Seal and Signature of the Chairperson**