



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR  
(Established by State Legislature Act 17 of 1995)  
'A+' Grade, NAAC Accredited State Govt. University

**NOTIFICATION**

The Vice Chancellor is pleased to allow the following amendment in Clause-6 "Other Important information/ note related to Eligibility/ Admission", page 81, Chapter-4, "Eligibility for Admission" of University Prospectus for admission to all regular programmes for academic session 2024-25 under Section 11(5) of the University Act, 1995 in anticipation approval of the Academic Council and Executive Council from next semester (i.e. commencing from January, 2025 onwards):

<b>Existing Clause-6 of University Prospectus 2024-25</b>	<b>Amended Clause-6 of University Prospectus 2024-25</b>
If a student is absent from the classes continuously for <b>fifteen days</b> without intimating to the Chairperson/ Incharge of the Department, her/his name shall be removed from the Department's roll. However, she/he may be allowed re-admission by the Chairperson on payment of fee of Rs. 1500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the end semester examinations. For the students detained for entire semester/ session, the prescribed full fee of semester/ session will be charged in addition to re-admission fees.	If a student is absent from the classes continuously for <b>five days</b> without intimating to the Chairperson/ Incharge of the Department, her/his name shall be removed from the Department's roll. However, she/he may be allowed re-admission by the Chairperson on payment of fee of Rs. 1500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the end semester examinations. For the students detained for entire semester/ session, the prescribed full fee of semester/ session will be charged in addition to re-admission fees.

2. The condition of absence continuously for **fifteen days** without intimating to the Chairperson/ Incharge of the Department be replaced with **five days** in the Ordinance of the University as well as other concerned documents for University Teaching Departments of the University.
3. Further, it has also been approved by the Vice-Chancellor that every teacher is required to submit the details of attendance of students subject-wise and class-wise to the Chairperson of the Department concerned on monthly basis. The office of the Chairperson concerned will maintain the record and display the attendance report on the "Notice Board" of the department for information of the students. The Chairperson of the department concerned will also write a letter about monthly attendance by registered post to the parents of the student(s) concerned as well as through E-Mode (Whatsapp group/Email/SMS) having shortage of lecture with the request to direct their ward to attend the classes regularly. A copy of the proforma for attendance record of students at (**Annexure-I**) alongwith specimen of intimation letters to be sent to the Parents/ Guardians of students regarding continued absence from classes and monthly attendance record of their wards at (**Annexure-II**) is enclosed herewith.

In addition to above, the department will intimate the parents about monthly attendance through E-mode (Whatsapp group/ E-mail/ SMS etc.).

All the Chairpersons/Director of the University Teaching Departments/Haryana School of Business will ensure the compliance of the instructions in their department.

DA/As above

**REGISTRAR**

(contd...p.2.)

**Department of \_\_\_\_\_**  
**Guru Jambheshwar University of Science and Technology, Hisar**  
**Academic Session 2024-25**

Attendance Record for the month of \_\_\_\_\_

1. Class Name: \_\_\_\_\_ 2. Semester: \_\_\_\_\_  
 3. Paper Code: \_\_\_\_\_ 4. Subject/ Paper Name: \_\_\_\_\_

Sr. No.	Roll No.	Name of student	Total Lectures delivered by the Class Teacher upto the last working day of the month	Total Lecture attended by the student	Percentage(%) of classes attended by the student	Remarks (Shortage of lecture, if any)

**Note:**

- Attendance record must be submitted to office of the Chairperson of the department concerned within first three working days of every next month as well as end of the semester classes.
- Every teacher will mark the attendance of students daily in their Attendance Register.

Recommendation, if any

Signature of the concerned Teacher

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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No. \_\_\_\_\_

Dated: \_\_\_\_\_

To

.....  
.....  
.....

**Subject: Regarding not attending the classes regularly by your ward.**

Dear Parents,

I am writing to inform you that your ward Mr. /Ms..... Roll No..... Class..... is not attending his/her classes regularly. The details of classes attended by your ward for the period from..... to..... is as under:

Sr. No.	Name of the subject/ Paper with code	Lectures delivered by the Class teacher	Lectures attended by your ward	Percentage of classes attended	Remarks (Shortage of lecture, if any)

Further, it is also to inform you that Clause-5(i) and Clause 6 of "Other Important Information/ Notes related to Eligibility/ Admission" of the University Prospectus for the academic session 2024-25 provides as under:

5(i) "No candidate, admitted to a programme, shall be allowed to appear in the University End Semester examination unless she/he has completed minimum requirement of attendance laid down in the Credit Based system Ordinance of the University or as mentioned in the Ordinance of concerned programme as per regulations of regulatory bodies i.e. PCI etc. under the special circumstances classes can be held online. 75% minimum requirement of attendance is required to appear in the End semester examinations.

6. If a student is absent from the classes continuously for Five days without intimating to the Chairperson/ Incharge of the Department, her/his name shall be removed from the Department's roll. However, she/he may be allowed re-admission by the Chairperson on payment of fee of Rs. 1500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the end semester examinations. For the students detained for entire semester/ session, the prescribed full fee of semester/ session will be charged in addition to re-admission fees.

You are, therefore, requested to advise your ward to attend the classes regularly, so that he/she may not be debarred from appearing in the forthcoming end semester examination due to shortage of attendance/ lectures.

Needless to add that your cooperation will help us in shaping the future of your ward to his/her best interest.

Chairperson  
Department of \_\_\_\_\_  
GJUST, Hisar