

### Rules for Condonation of Shortage of Lectures

The Departments are to follow the process listed below to ensure that the rules framed for attendance are implemented in letter and spirit:

- 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 (starting with the attendance upto 31st August to be submitted by 5th September) to the Chairperson.
- v) The Department to upload the same 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.
- 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.
- vii) Chairperson to certify the following:
  - a. Rules related to attendance have been displayed on the Notice Board of the Department and also put on the online Notice Board.
  - b. The information about attendance has been regularly uploaded on online Notice Board of the Department every month with intimation to the office of the DUI.

For calculating total semester-end shortage of attendance, Chairperson has the power to condone only a fixed percentage (or fixed number) of lectures/tutorials/practicals etc. delivered/held as per the regulations of the respective course. This power of condonation of shortage of attendance, as enshrined in the regulations of each course, has to be exercised judiciously for medical reasons, and for participating in cultural/sports/other activities for which detailed procedure has been outlined at '(C) (a) & (C) (b)' or for any other exigency which the student might have faced. Further, the students covered under '(C) (b)' can be given a further credit of an equal number of lectures delivered and tutorials, practical classes etc. held during the period he was away to participate in such an activity subject to the stipulated requirements and the limit of credit under this clause.

In addition, as per the decision of the Senate (12.10.2003, Para XXIII), the Vice Chancellor, on the recommendation of the Board of Control and for the reasons to be recorded, can condone shortage of lectures upto another 10 lectures delivered in various paper (s) to the best advantage of the candidate.

Further, the Syndicate has the power to condone lectures in various paper(s), for the reasons to be recorded, in cases of extreme hardship as outlined at '(D)'.

Further, Departments are to ensure compliance with the requirements of Regulatory Agencies, viz., AICTE/BCI/DCI/MCI/NCTE/PCI etc.

#### (A) First ten working days from start of teaching

Ensure that first semester students are monitored for attendance in the first ten working days of start of teaching.

Admission of all such students who fail to attend at least 33% of the total lectures/tutorials/practicals etc. delivered/held in all the papers during the first ten working days from the start of teaching work shall be cancelled by the Board of Control/Joint Admission Cell after following the procedure given below:

- i) By the 12th day after the start of classes for a particular course, the names of those students who fail to attend at least 33% of the total lectures/tutorials/practicals etc. shall be put up on the Notice Board and online Notice Board of the Department and also send a copy of the same to the office of the DUI. Within 4 days of the date of such notice, a student who is short of attendance may give in writing the reasons for his absence from the classes.
- ii) If a student does not submit an application in writing within the prescribed time as stated above, or the reasons adduced by the student in his application are not found to be sufficient and justified in the opinion of the Board of Control/Joint Admission Cell, his admission shall be cancelled.
- iii) All the seats thus falling vacant shall be filled strictly in the order of merit from the waiting list or through subsequent counselling before the expiry of the last date fixed for admissions by the University.

- iv) When the admission of the student(s) is cancelled as stated above, the Department shall display on the Notice Board and online Notice Board, the list of the person(s) next in the waiting list and make admissions accordingly.
  - v) Approval of cancellation of admission and permission to fill up the cancelled seat(s) to be sought from the DUI.
- Note:** *It is obligatory on the part of students to keep in touch with the Department concerned for the possibility of the seats to fall vacant.*

**(B) Monitoring of continuous absence from classes**

Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules (*PU Calendar Volume I, 2007, Chapter VII (C), p. 151.*). Striking the name off the rolls and re-admission must be got approved from the DUI.

**(C) Condonation of shortage of attendance**

- ii) It is a mandatory requirement of UGC that a student must have minimum attendance of 75% of the total number of lectures/tutorials/practicals etc in each paper or as per the specific requirements of the regulatory bodies.
- ii) Regulations of each course permit condonation of fixed percentage (or fixed number) of lectures by the Chairperson on medical grounds, for participation in cultural/sports/ other activities, and for any other exigency which the student might have faced.
- iii) Departments to process and recommend the cases for condonation of shortage of attendance of only those students who have attended minimum 33% lectures/ tutorials/practicals etc.

The power of the Chairperson to condone a fixed percentage (or a fixed number) of lectures/tutorials/practicals etc. as enshrined in the specific regulations of each course includes condonation for medical reasons, and for participation in cultural/sports/ other activities for which procedure and limit has been outlined at '(C) (a) & (C) (b)' or any other exigency [except condonation of attendance of extreme hardship cases listed at '(D)'] for which the procedure has been outlined below. The cases of extreme hardship on medical grounds will also follow the below-mentioned procedure:

**(a) Medical Reasons:**

- i) A student availing any benefit shall submit the relevant Medical Certificate/ document/evidence in support of his/her claim within 5 working days of joining the Department in person and the Chairperson shall verify the signature of the student who submitted the certificate.
- ii) The Department will forward Medical Certificate for verification to Chief Medical Officer, Bhai Ghanaiya Ji Institute of Health, within 3 working days. However, the Medical Certificate should be countersigned by the candidate in presence of the Chairperson of the Department.
- iii) The Chief Medical Officer will not entertain any request made directly by the student in this regard. Every request has to be sent through the Department.
- iv) The Chief Medical Officer will verify the authenticity of the Medical Certificate and send it back to the department with clear-cut observations regarding acceptance or rejection of the Medical Certificate within 5 working days.
- v) The Chairperson shall certify that the candidate neither attended any class nor participated in any cultural/ extracurricular/other activities of the Department/ University during the period for which Medical Certificate has been submitted by the student.
- vi) For late submission of Medical Certificate, a fine of Rs. 100/- per day (with a maximum ceiling of Rs. 2000/-) will be imposed on the student. The student shall be required to attach the receipt of payment of fine along with the Medical Certificate in the concerned department failing which his/her case for seeking condonation of attendance on medical grounds will not be processed.
- vii) In case the Medical Certificate/ document/evidence submitted by the student is found to be forged or fake, the student shall be liable to pay a fine of Rs. 15000/- (**in code M0100**) and shall be debarred from appearing in the current semester examination (in case a student has already appeared in the current semester examination, the result of the same shall stand cancelled) and the student shall not be allowed admission in the next semester also. The student can seek readmission in the same semester, in which he/she submitted fake/ forged certificate, next year.

In case of annual system of examination, apart from a fine of Rs.15000/, the student shall be debarred from appearing in the year-end examination (in case the student has already appeared in the year-end examination,

the result of the same shall stand cancelled) and the student shall not be allowed admission in the next year also. The student can seek readmission in the same year, in which he/she submitted fake/forged certificate, after a gap of full one academic session

**Note:** *The time period mentioned above under i), ii), and iv) shall have an overriding constraint of completing whole of the process of making the Medical Certificate available with the Department, forwarding to and verification of the same by the Chief Medical Officer before the final case is sent by the Department to the office of the DUI.*

**(b) Cultural/Sports/Other Activities:**

- i) A 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 N.S.S. 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.
- ii) For cultural activities of the University or Intra-Department activity conducted by the Department or educational excursions conducted by the Departments/Dean of Student Welfare or any other activity including placements, alumni relations, condonation of attendance will be made by the Board of Control of the concerned Department and in such cases condonation for attendance/ participation in such activities shall not exceed 10% of the total lectures delivered in that semester provided the student participates in such activities with prior permission of the Head/Chairman/ Principal concerned.
- iii) Such cases which are to be sent to the office of the DUI, must bear the Department's number and date on which the request of student was forwarded to the office of DSW for participation in such activities.
- iv) The candidates who have donated blood be given benefit of 3 days lectures (Syndicate meeting dated 14-10-2018)

**(D) Condonation of shortage of attendance of extreme hardship cases, on the production of documentary evidence, in a semester:**

- i) In case of death of sister, brother, spouse, child, or either parent, number of lectures delivered during the period of absence of the student (maximum up to 10 working days from the date of death) will be condoned. However, in case of death of grandparents number of lectures delivered during the period of absence of the student; maximum upto 5 working days from the date of death will be condoned.
- ii) In case of inability to attend classes due to natural calamities/riots/law and order problem, number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- iii) In case of incapacitation caused due to illness/accident of self or family members (parents, sister, brother, spouse or child), number of lectures delivered during the period of absence of the student (maximum up to 5 working days) will be condoned.
- iv) In case of delivery of a child, number of lectures delivered during the period of her absence (maximum up to 30 days) will be condoned.
- v) In case of miscarriage or Medical Termination of Pregnancy (MTP), number of lectures delivered during the period of her absence (maximum up to 15 days) will be condoned.

(Syndicate Para 22 dated 25.02.2017)

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

No. 5811-5910/DUI/DS  
Dated 27.12.2019

**Subject:** Verification of medical certificate/ documents of students

It has come to the knowledge of the undersigned through CMO letter No. 884/HC dated 17.12.2019 that departments were not following the instructions with regard to submission of medical certificates. You are requested to follow the below mentioned points concerning the submission of medical certificates :-

- Students or their parents should not directly approach the office of the C.M.O as it is adversely effects the functioning of Health Centre.
- Students or their parents should not be handed over the medical certificate/ documents in person by the concerned departments.
- The Medical certificate/ documents of the concerned student should be sent to the office of the CMO for verification through official communication only.
- The office of the CMO will then officially communicate with the concerned departments regarding outcome.
- Any enquiry from the students or their parents should be entertained at the level of the concerned Chairperson/ H.O.D / Director/ Coordinator only.
- The medical certificate/ documents to be verified by the CMO must be submitted within reasonable time bound period as specified in the Panjab University Handbook of Information and not near or at the time of examinations. The Medical Certificate / Documents submitted late with the departments should be forwarded to the office of the CMO after the student has submitted the late fee as per PU rules.

In view of the above, all the Chairpersons/ Head of the Departments/ Director/ Coordinator are requested to prominently display a copy of the Panjab University Handbook of Information on the online notice board in this regard. All the students shall also informed regarding the rules of submission of Medical certificates as published in Panjab University Hand Book of Information.

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Dean of University Instruction

**Issued to :-**

- All the Chairpersons / Directors / Coordinators of Teaching Department /Centres / Institutes Panjab University
- CMO for information and necessary action w.r.t. letter No. 884/HC dated 17.12.2019