



SHAHEED BHAGAT SINGH STATE UNIVERSITY FEROZEPUR

Ref No:- SBSSU/FZR/ODA/3881

Date:-18/5/26

OFFICE ORDER

A committee had been constituted by the competent authority to frame the guidelines for Condonation of Shortage of Attendance. **The approved rules/ guidelines for the Condonation of Shortage of Attendance are enclosed. These rules are also available on the university website under "Academics" tab.**

From the next academic session onwards (i.e. July-Dec 2026 onwards), these rules/ guidelines will be implemented in letter and spirit.

All the students of the university and all other concerned must take note of the same.

This is issued with the approval of the competent authority dated 6/5/26.

Rajeev Kumar
Dean Academics 18/5/26
@

CC:

- PA to Hon'ble VC for information
- Registrar for information
- All Deans/HoDs/ section Incharges/ CDC/ Medical centre
- DSW for circulating to all extracurricular and co-curricular activity/ society incharges
- All NBs
- University website

Rules for Condonation of Shortage of Attendance

(approved by Chairman Academic Council dated 6/5/26)

It is a mandatory requirement of UGC/AICTE that a student must have minimum attendance of 75% of the total number of lectures/tutorials/practical's etc in each subject or as per the specific requirements of the regulatory bodies.

The process listed below shall be adopted for condonation:

- i) Cases of those students who have not attended at least 45% 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 and for the ongoing classes, attendance is to be counted from the date of commencement of classes as notified by the Dean Academics.
- 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 Head of Department.
- v) The Department to display the same on the Notice Board of the Department latest by 15th of every month and send a copy of the same to the office of the Academic section for information.
- vi) All cases of shortage of attendance, complete in all respect, must reach the office of the Dean Academics, at least one week before the commencement of end-semester examination.
- vii) Head of Department to certify the following:
The information about attendance has been regularly displayed on Notice Board of the Department every month with intimation to the office of the DA.

For calculating total semester-end shortage of attendance, HoD has the power to condone only a fixed percentage (or fixed number) of lectures/tutorials /practicals etc. delivered/held as specified below:

- This power of condonation of shortage of attendance, 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 benefit of an equal number of lectures, tutorials, practical classes etc. delivered/held during the period he/she was away to participate in such an activity subject to the stipulated requirements and the limit of benefit under this clause.
- In addition, the Vice Chancellor, on the recommendation of the Head of Department (as Chairman BoS) and for the reasons to be recorded, can condone shortage of lectures upto another 10 lectures delivered in various subject(s) to the best advantage of the candidate.
- Further, the Vice Chancellor has the power to condone lectures in various

[Signature]
18/5/26

Rajeev Kumar
18/5/26

subject(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/UGC etc.

(A) First semester students

Ensure that the first semester students are monitored for attendance in the first twenty working days of start of teaching/ date of admission, whichever is later.

All such students who fail to attend at least 30% of the total lectures/tutorials/practicals etc. delivered/held in all the subjects during the first twenty working days from the start of teaching work/ date of admission (whichever is later), shall be dealt with as per the procedure given below:

- i) The Department will contact the student and inform him/ her about the attendance status. It will send a copy of the same to the office of the DA. 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 Admission Cell, his admission may 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) Approval of cancellation of admission and permission to fill up the cancelled seat(s) to be sought from the DA.

(B) Monitoring of continuous absence from classes

Every student shall attend his classes on all working days. If a student remains absent from his classes for a continuous period of ten working days without leave, his name shall be struck off the rolls. Provided that he/she may be allowed re-admission in accordance with the Academic Rules. Striking the name off the rolls and re-admission must be got approved from the DA.

(C) Condonation of shortage of attendance

- i) It is a mandatory requirement of UGC/AICTE that a student must have minimum attendance of 75% of the total number of lectures/tutorials/practical's etc in each subject or as per the specific requirements of the regulatory bodies.
- ii) The condonation of fixed percentage (or fixed number) of lectures by the HoD is permitted on medical grounds, for participation in cultural/sports/ other activities, and for any other exigency which the student might have faced.
- iii) Departments must process and recommend the cases for condonation of shortage of attendance of only those students who have attended minimum 45% lectures/ tutorials/practicals etc held.

AK
18/5/26

Rajeev Kumar
18/5/26

The power of the HoD to condone a fixed percentage (or a fixed number) of lectures/tutorials/practicals etc. is to be exercised as per 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.
- ii) The department 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.
- iii) The Department will forward Medical Certificate for verification to Health Centre, within 3 working days. However, the Medical Certificate should be countersigned by the candidate and academic incharge of the Department.
- iv) The Health centre 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 Health centre will not entertain any request made directly by the student in this regard. Every request has to be sent through the Department.
- vi) For late submission of Medical Certificate, a fine of Rs.100/- per day 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 at any stage, the student shall be liable to pay a fine of Rs. 15000/- **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.

The cases of extreme hardship on medical grounds (listed in **D**), will also follow the same procedure but with the approval of the competent authority.

Note: The time period mentioned above under i), iii), 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 health centre before the final case is sent by the Department to the office of the Academic section

(b) Cultural/Sports/Other Activities:

- i) A student who participates in Inter-University or University Tournaments or Youth Festivals or National and International Tournaments or similar other activities or

[Signature]
18/5/26

Rajeev Kumar
18/5/26

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/she was away to participate in such an activity.

For organizing committee and participants in the intra-university activities the student

- be given lectures up to 12 working days to the organizing committee members and
- 08 working days for the participants.

List of the organizing committee and participants' list be submitted by the concerned office bearer to the DSW office within 10 days from the closing day of functions for the benefit of condonation of lectures.

- 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 HoD. In such cases, the 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/ Principal concerned.
- Such cases which are to be sent to the office of the DA 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.
- The candidates who have donated blood be given benefit of 3 days lectures, subject to maximum of two times in a semester, with time gap between donations as allowed officially (3 months).

(D) Condonation of shortage of attendance of extreme hardship cases

The condonation under this category will be done on the production of documentary evidence, in a semester:

- 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 grandparents, number of lectures delivered during the period of absence of the student; maximum up to 8 working days from the date of death will be condoned.
- 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 will be condoned as per decision of the competent authority.
- In case of incapacitation caused due to illness/accident of 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.

Raj
18/5/26

Rajeev Kumar
18/5/26