




CIRCULAR

GSFCU/Provost (VC)/ATT-Cir/2018-19/2362

Date: 09/01/2019

ATTENDANCE POLICY-GSFC UNIVERISTY

1. Students should be regular and punctual to all the classes (Lecture, Practical & Tutorials).
2. **Further, 75% attendance is compulsory in lecture and 80% attendance is compulsory in practical and tutorial. The students will not be allowed to appear in End Semester Examination if he/she fails short in above attendance criteria.**
3. 25% relaxation may be given by concern course coordinator for illness of the student or serious illness of a member of the student's immediate family by submitting relevant document. The relaxation also includes if you are representing university in inter-college/university events.
4. Students should be fully aware that he/she shall not be allowed to enter the class if he/she is late.
5. List of students who have defaulted on attendance criteria will be displayed on notice board at the end of every month.
6. Warnings will be issued to the student and parents will be informed:
Warning No.1: 1 Month after the commencement of semester
Warning No.2: 1 Month before the End Semester Examination.
After second warning, he /she won't be able to appear for end semester examination.
8. For any deviation, Provost (VC) will have final authority.


B.B. Bhayani
Provost (VC)

For Display on -

- GSFC-U Notice Boards-SOT, SOS&M, SOF&S
- Teaching Staff (Through e-mail)
- GSFC-U Webportal

CC through email to -

- Director (Adm), GSFC-U
- Registrar, GSFC-U
- Deans – SOT, SOS&M, SOF&S / Associate Dean - SOT
- **President, GSFC-U....For kind information please. (Through E-mail)**