



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

NOTIFICATION

Cotton University has implemented the following rules and modalities to ensure the regular attendance of students in classes.

1. At least 75% class attendance in each course of the semester is mandatory for the students to enable them to appear in the end semester examinations.
2. Admit card for appearing in end semester examination shall be issued only to those students who fulfill the minimum required class attendance at the end of the semester. Mere filling up of forms for examination shall not entitle the students to appear in end semester examination, if he/she fails to attain the required percentage of attendance at the end of the semester. In this regard, students will be required to sign an undertaking at the time of filling up of forms.
3. At the end of the semester HoDs have to prepare a summary of the student attendance (highlighting the students with less than 75% attendance) and submit the same to the office of the Controller of Examinations. The latter shall issue Admit Cards to only those students, found eligible to appear for the end semester examination.
4. No certificate will be entertained to consider the shortfall in the requisite class attendance if the class attendance of the concerned student is less than 50% in a particular semester. In such circumstances, students will have to drop that semester.
5. List of certificate to be entertained by the HoD for consideration of the shortfall in the requisite class attendance
 - a. Medical certificate
 - b. Certificate from DSW mentioning the activities and duration in which the student is representing the university.
 - c. Any other causes that considered to be fit/valid by the authority (Registrar / Academic Registrar / DSW) for consideration of the shortfall in the requisite class attendance.

Applications / intimation for consideration of class attendance should reach the competent authority within a week from the first day of absence.

6. Paper wise monthly student attendance, for both the core and elective courses, to be notified in the Notice Board of the department and the same has to be submitted to the Academic Registrar and Controller of Examination every month.
7. Every teacher should maintain one's own single individual attendance register against all the courses allotted as per the routine. This is intended for the smooth monitoring of the classes by the authority. HoD is to ensure that all members of the faculty take daily attendance of students in the class and he/she will countersign in the attendance register of each faculty members of the concerned department in the last day of the week.

Quom
18/7/18



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8. At the end of each semester HoDs will submit the summary of the student attendance and number of classes taken by each faculty of the department before the authority (Registrar / Academic Registrar).

D.K. Das

(Prof. D. K. Das)
Registrar

Memo No. CU/REGOFF/2017/012/ 5983-86

Dated: 18 July, 2018

Copy to:-

1. PS to VC for kind information of Hon'ble Vice Chancellor.
2. All HODs/ Officers/ Coordinators for information and necessary action.
3. CSM with a request to upload the Notification in the Website.
4. Office Copy