

Sant Baba Bhag Singh University
Village – Khiala, PO Padhiana, Distt Jalandhar

Ref No :- SBBSU/257/2663

Date :- 3/12/2022

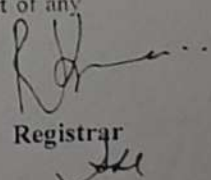
OFFICE ORDER

In order to improve the teaching learning process, monitoring the registration & attendance of the students of this University, it has been decided as under, in the meeting of the Deans held on 01.12.2025:-

All Deans / Dy. Deans will ensure that:-

- i) All the students will register in the next even semester (2nd, 4th, 6th, 8th and 10th) with effect from January 02, 2026 to January 22, 2026 as per the schedule given in the academic calendar. The classes will commence with effect from January 05, 2026. In case, if student fails to register within the stipulated time period they will have to register, after depositing a fine of Rs. 500/- (LATE FEES) with effect from January 23, 2026 to February 06, 2026. No registration will be allowed after February 06, 2026. It is the duty of the concerned Dean / Dy. Dean to ensure that students are registered in time, well before the commencement of the classes. In case, if any student fails to register himself/ herself due to any reason, a written letter must go to the parents of the student under the signature of the Dean / Dy. Dean.
- ii) Each faculty member will maintain teacher diary/ register properly and will mark the attendance on daily basis in the register. At the end of every month each Dean / Dy. Dean will display the attendance of the students of their department on the notice board, as well as notify the attendance to the students as well as to their parents through the WhatsApp messages / emails. Each and every student must be aware about their attendance status. Concerned faculty in charge will maintain such record properly.
- iii) In the mid of the semester every Dean / Dy. Dean will carry out an exercise, regarding the monitoring of the attendance of the students and will counsel such students & inform their parents, whose attendance is less than 75% and likely to be fall short of the attendance to sit in the End Term Examination. It is the duty and responsibility of each and every faculty to motivate the students, so that every student maintains at least minimum attendance to sit in the End Term Examination.
- iv) In case, if student do not attend the classes continuously/ consecutively for seven days his/ her name will be struck off from the rolls of the University automatically and the concerned class in charge will not allow them to attend the classes until and unless he will re-register himself with the permission of the Vice Chancellor/ Registrar.
- v) Continuous efforts to be made to create the healthy academic culture in the University, so that the students automatically attend the classes.
- vi) Joint efforts are required from each end, so as to minimise the detainee list rather we have to make the efforts for making the "detainee list having NIL student".
- vii) Dean (Academics) to please start the mentor/ mentee system in the University by assigning the (10-20) students to each faculty, who will give them hand holding during the entire course.

The above instructions be complied in letter and spirit. There should be no laxity on the part of any individual.


Registrar

To:

1. All Deans/ Dy. Deans
2. All Directors/ Dy. Directors
3. Controller of Examination
4. All HoDs/ CoD – To circulate the information amongst all the faculty members and students
5. Website In charge – To upload at the University Website
6. Notice Board

Cc:

1. Hon'ble Secretary, SBBSMCS – For kind information please
2. Hon'ble Vice Chancellor, SBBSU – For kind information please