

MAHATMA GANDHI UNIVERSITY

No. AcAIII/2/3511/2015

5.11.2016

CIRCULAR

Sub: Cancellation of irregular registration for university examinations in respect of candidates whose attendance shortage is beyond the condonable limit - procedure to be followed – Reg.

Ref: U.O. No. 4540/AcAIII/2/3511/2015 dated 17.8.2016

The Vice-Chancellor has approved the following procedures to be followed for the effective implementation of the U.O cited.

(A) The section entrusted with processing of applications for the condonation of shortage of attendance shall:

(i) Forward the copy of the condonation order of each candidate to the tabulation section concerned.

(ii) Forward the copy of the memo rejecting the application for condonation of each candidate to the tabulation section concerned.

(B) The tabulation sections concerned shall:

(i) Inform the Principals of the affiliated colleges, at the time of forwarding the hall ticket either online or manual, to withhold the hall tickets of students whose shortage of attendance is beyond the condonable limit for appearing for the examination as per the respective regulations/university orders, and to forward to the University such withheld hall tickets, alongwith a list, before the completion of examinations.

(ii) Cancel the irregular registration for examination of the relevant semester/year of the candidates who have not secured minimum attendance for

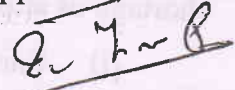
appearing for the examination, soon after the receipt of such intimation from the section entrusted with processing of application for the condonation of shortage of attendance as denoted in A (ii) / the intimation from Principals as denoted in B (i) above, without awaiting the application from the candidate for cancellation of registration of examinations

Sd/-
JOINT REGISTRAR
I/c of REGISTRAR

To:

Directors/HoDs of university teaching departments
Principals of affiliated colleges
P.S. to V.C./P.V.C.
P.A. to Registrar/C.E./F.O.
All J.R.s
All D.R.s and A.R.s of academic and examination branches
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SECTION OFFICER