

**UNIVERSITY SCHOOL OF BIOTECHNOLOGY**  
**Guru Gobind Singh Indraprastha University**  
Sector 16C, Dwarka, New Delhi- 110075

Dated:

**REVISED ATTENDANCE NOTICE**

The following students whose names are mentioned below pursuing Ph.D (Bio Tech) programme (course work) are found to be irregular in attending the classes as reflected in the revised attendance submitted by the concerned course coordinator for the month of January 2018.


**Detail of shortage of Attendance**

S.No.	Student Name	Enrollment No.	% age
1.	Aarti	Not generated	8.70
2.	Parneeta	Not generated	65.22

Moreover, students are advised to check their attendance and if any discrepancy is found, they may contact to the concerned course coordinator/faculty and ensure that the rectified attendance is submitted to the same to Dean Office within a week from the date of issue of this notice, Student are also advised to refer the Ordinance 12 of GGSIP University and comply with the mandatory 75% attendance and avoid for detention from appearing in the forthcoming end term examination. University rule on attendance as mentioned in Ordinance 12 is reproduced as below.

**7.10**

*Attendance requirement in the course work shall be of minimum 75% of the classes held, the SRC may condone upto 5% of the attendance in specific instances, with reasons recorded in writing. Under no circumstances, a scholar with less than 70% attendance in the course shall be allowed to appear in the End Term Semester Examination by the SRC. The list of detained (not allowed to appear in examinations) scholars shall be notified at least 5 working days before the commencement of end examinations for non issuance of admit card.*

  
(Prof. P.C. Sharma)  
Dean, USBT

**Copy distributed to the following.**

1. Above Students.
2. Ph.D (BT) Course Coordinator.
3. Mrs. Sneha Lata, STA.
4. Head, UITS with the request to upload this notice on the University website.
5. Notice Board.

Despatch No. GGSIP/USBT/3056  
Date: 23/1/18