

**OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE,  
BAHU, JHAJJAR**

Memo No.: 9461

Date: 14/08/2025

**Office Order**

**Regarding Strict Measures to Curb Absenteeism in Classes**

It has been observed with serious concern during class monitoring and supervision that:

- Attendance turnout is significantly low.
- Several students maintain irregular attendance.
- Some students have not attended even a single day since the commencement of the session.
- Certain afternoon classes are not being conducted due to habitual absenteeism.

This situation is completely unacceptable in Government College, Bahu, Jhajjar—a prestigious Institute of Haryana.

**As per University Ordinance:**

- A student shall not be eligible to appear in the examination unless he/she has attended at least minimum required lectures in theory as well as practicals.
- A student absent for 15 consecutive days without prior permission shall have his/her name struck off from the Institute's rolls.
- Re-admission, if allowed, will be only once, on payment of ₹1000/- plus applicable fine within 15 days, subject to approval of the competent authority.

**Directions for Implementation:**

1. Faculty members shall conduct counseling sessions, issue formal warnings, and notify parents/guardians of habitual absentees.
2. Faculty must submit attendance records to the Lectures Deficiency and Condoning Committee on 1<sup>st</sup> day of every month. Any student absent for 15 consecutive days must be reported in writing immediately to Lectures Deficiency and Condoning Committee.
3. The Lectures Deficiency and Condoning Committee shall display a Monthly attendance on notice board on 2<sup>nd</sup> day of every month, highlighting irregular students.
4. Lectures Deficiency and Condoning Committee shall promptly recommend removal of names from the rolls of students absent for 15 consecutive days, in compliance with MDU, Rohtak rules.
5. Close coordination between faculty and the Lectures Deficiency and Condoning Committee shall be maintained to ensure strict action against habitual absentees.

Strict compliance of this order is mandatory.

  
Principal  
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