ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY KASHMIR

OFFICE OF THE DEAN ACADEMIC AFFAIRS

NOTICE

Subject: Attendance Requirements and Provisions for Condonation of Attendance Shortage under the University Statutes.

All Heads/Coordinators/Directors/Principals of departments/centres/Colleges are hereby informed that, in terms of Clause 21.2.3(3) of the University Statutes, a minimum attendance of **75% in lectures and practicals, separately, in each subject/course during a semester**, is mandatory for a student to be eligible to appear in the Semester-End Examination. The provisions governing condonation of attendance shortage are detailed below for strict compliance:

1. The Head of the Department may consider and condone an attendance shortage of up to 5% on account of sickness or other extenuating circumstances, subject to the submission of a genuine justification along with relevant supporting documents to be placed on record.
2. In terms of Office Order No. IUST/DAA-Acad/23/1919 Dated 15-09-2023, female students are entitled to an additional relaxation of 5% in attendance, over and above the relaxation permissible under the aforesaid statutory provisions, as a part of the **"Gender Welfare Measure"**.
3. Beyond the above relaxations, the Hon'ble Vice-Chancellor, on the recommendation of the concerned Head of the Department and the Dean of the concerned School, may condone a further attendance shortage of up to 5% on account of sickness or other extenuating circumstances on case to case basis. The powers in this regard are presently authorised to be exercised by the Dean Academic Affairs.
4. Attention is also invited to Clause 21.2.3(5) of the University Statutes, which provides that attendance on account of participation in prescribed functions of NSS, NCC, inter-University, or inter-college sports, educational tours, field work, inter-University debates, seminars and cultural programmes, as approved by the competent authorities, shall be credited to the aggregate attendance. Such attendance shall be considered subject to the attendance record being duly countersigned by the Coordinator/Officer In-charge of the concerned activity and submitted within 15 days of the function or activity. However, such relaxation shall be limited to a maximum of 15 days during a calendar year.

It is further clarified that no further condonation of attendance shortage shall be permissible in any case or on any ground whatsoever, beyond the relaxations specified above.

All Heads of Departments/Centres and Principals of Colleges are accordingly directed to ensure that:

- Every case seeking attendance relaxation is scrutinised thoroughly in accordance with the above statutory provisions and approved University orders.
- Appropriate supporting documents and recommendations are obtained before granting any relaxation.
- The relaxation is granted strictly within the prescribed limits and by the competent authority at the respective level.

- Eligible cases are processed and the approved relaxation is recorded through the attendance relaxation facility available in the ERP, wherever applicable.

The Heads/Coordinators/Directors/Principals shall ensure strict compliance with the above instructions in letter and spirit. No case falling beyond the permissible statutory limits shall be recommended for condonation.

It may be noted that these provisions were already notified earlier vide no: IUST/Academic/26/1547 dated: 22-07-2026 and IUST/Academic/26/3547 dated: 03-11-2026.

Sd/-
Dean Academic Affairs

No. IUST/DAA-ACAD/25/ 3709
Dated: 20-11-2026

Copy to:

- All Dean of Schools.
- All Heads/ Coordinators/Directors/Principals of the Departments/ Centres/Colleges.
- I/C Director, IT & SS.
- Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor
- File.

Assistant Registrar
Academics