

OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. No. SU/ACR/Academic/Attendance/2025/ 948

Date : 29-10-2025

Notice (Class Attendance)

All the students of FYUGP and PG all semesters, the Heads of the Departments of Sibsagar University, the Medical Board and the Sports Board (including extracurricular and other reasons) are informed that the class attendance of the students of FYUGP and PG all semesters shall be calculated and taken into account for allowing/not allowing them to do form fill up for ensuing end semester examinations commencing from 26-11-2025.

The class attendance of the students for this purpose shall be calculated from 16-08-2025 to 31-10-2025.

In view of this, the HoDs, the Medical Board and the Sports Board are requested to process the leave applications of students submitted **through online mode only** (offline mode is not permitted). The following deadlines are set to complete the entire process.

*Submission of leave applications **online** by the students = latest by 31-10-2025*

HoDs to 'Forward'/'Reject' (if rejected, rejection note to be given) the applications = latest by 01-11-2025

Medical Board/Sports Board to approve the applications = latest by 07-11-2025

Publication of class attendance by the University administration = 08-11-2025

The leave applications submitted by the students after 31-10-2025 shall not be granted.


(Dr. Tridib Mahanta)
Academic Registrar i/c



Copy to :-

1. The Registrar for information
2. The Dean, Students' Welfare for information
3. All HoDs for information and necessary action
4. Dr. Utpal Sarma, Coordinator, Medical Board for information and necessary action engaging all members of the Board
5. Dr. Ranjit Gam, Coordinator, Sports Board for information and necessary action engaging all members of the Board
6. Website & Notice Board for display
7. Guard file


(Dr. Tridib Mahanta)
Academic Registrar i/c