GALGOTIAS UNIVERSITY

NOTICE

Final Deadline for Marking and Updating of Pending Attendance

All students, faculty members, and staff members are hereby informed that all pending attendance, including **Regular Class Attendance, Sports, NCC, NSS, Event Participation, Medical Attendance**, and any other applicable attendance, must be submitted for marking and duly updated in the ERP system **on or before 30.11.2026.**

It is hereby clarified that no attendance shall be marked or updated under any circumstances after **30.11.2026**. Requests for marking or updating pending attendance shall not be entertained beyond the stipulated deadline. Fir any lapses/shortcomings the Dean of the school will be accountable.

All pending attendance cases must be duly verified and recommended by the Head of the concerned Department (HoD) and approved by the school Dean concerned before being uploaded in the ERP system.

All Deans/HoDs and Mentors are requested to inform their respective students accordingly and ensure that all pending attendance cases are submitted, verified, recommended, and updated within the prescribed timeline.

All concerned are directed to treat this matter as MOST URGENT and ensure strict compliance.

Registrar

Galgotias University Greater Noida Uttar Pradesh

Notes:

1. Medical Cases: Medical attendance relaxation may be considered only upon submission and verification of valid medical documents by the competent authority. Such relaxation shall be limited to the extent required to enable the student to meet the minimum attendance requirement of 75% in each course, subject to a maximum relaxation of 10 percentage points in a semester. Only one medical case shall be considered for attendance relaxation in a semester. All such cases shall be

subject to the prescribed verification procedure and the stipulated timeline.

2. Other Approved Activities: Attendance for any other activity or circumstance shall be considered only if specifically approved by the Competent Authority of the University.
3. Minimum Attendance Requirement: A minimum of 75% attendance in each course is compulsory for students to be eligible to appear in the End-Term Examinations (ETE) of the Odd Semester 2026–27, subject to applicable University regulations.
4. Attendance-Related Grievances: Any student having an issue or discrepancy concerning attendance must approach their respective Mentor and get the matter resolved on or before 30.11.2026. No such grievance shall be entertained after the stipulated deadline. They shall be notified by the stamp & seal of concerned dean in every school immediately after receiving this notice.

Gagotias University
Greater Noida
Uttar Pradesh