



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
**CENTRAL UNIVERSITY OF SOUTH BIHAR**  
NH-120, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur  
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

F. No.- CUSB/Acad/6-21/2026/ *AE-559*

Date :- *12/03/2026*

**NOTICE**

All Heads of Departments are hereby informed that the monthly student attendance records for each course shall be prepared by the concerned teacher and submitted to the office of the Head of the Department in which the students are enrolled.

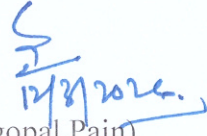
The compiled attendance records must be submitted by the respective Heads of Departments to CoE Office on or before the **10<sup>th</sup> day of the following month in the prescribed format (as enclosed).**

Before submission, the attendance record must be displayed to the students of the concerned course/programme, and students' signature must be obtained as confirmation. Any failure in compliance must be reported by the concerned teacher, along with proper justification, to the Head of the Department and the Controller of Examinations.

The Attendance Monitoring Committee in the Department, under the Chairpersonship of the Head of the Department or her/his nominee, is requested to ensure proper monitoring of attendance records and strict compliance with the relevant Ordinance in this regard.

All Heads of departments are hereby also requested to submit the pending monthly student attendance records of all semester of UG, UG-PG, PG programmes and 1<sup>st</sup> Semester of Ph.D. programme of previous months i.e. January, 2026 and February, 2026 latest by **16<sup>th</sup> March, 2026.**

Encl.:-As above

  
(Dr. Santigopal Pain)  
Controller of Examinations

Copy to :-

1. All students of concerned UG and PG programmes, CUSB
2. The Deans of all Schools, CUSB
3. The Heads of All Departments, CUSB
4. All Faculty members, CUSB
5. The Registrar, CUSB
6. The Finance Officer, CUSB
7. Vice-Chancellor's Secretariat, CUSB
8. PS/PA to Registrar/FO/CoE, CUSB
9. System Analyst, CUSB - for uploading on University website
10. PRO, CUSB
11. All concerned staff of the Departments, CUSB - for circulation amongst the students
12. Notice Board of Departments
13. Guard File