



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/AE590

Date :- 19/03/2026

NOTICE

Subject: Clarification Regarding Preparation and Submission of Monthly Attendance Records

In continuation of Notice No. CUSB/Acad/6-21/2026/AE559 dated 12.03.2026 regarding the monthly attendance record of students, it has been observed that departments are seeking clarification on the preparation of attendance records for courses opted by students from different departments. In this regard, the following clarifications are issued:-

1. The cumulative attendance records for all courses under a programme of study shall be prepared by the **programme offering department** and submitted to the CoE Office through the Head of the concerned department.

The attendance of courses taught by faculty of sister departments for the programme(s) offered by the **Department of Teacher Education, Department of Law & Governance, and Department of Agriculture** shall be submitted to the respective programme offering department for preparing the cumulative monthly attendance record.

2. For courses offered by other departments and opted by students of Postgraduate and 5-Year Integrated UG-PG programmes:

- Attendance shall be prepared by **the course offering department**.
- The same shall be shared with the **programme offering department** via email in Excel format along with a signed copy.

3. **Individual course-wise attendance records will not be entertained by CoE Office.** Only the **cumulative monthly attendance record**, submitted through the Head of the programme offering department, will be accepted.

4. The last date for submission of pending monthly attendance records for all semesters of UG, UG-PG, PG programmes, and the 1st semester of the Ph.D. programme for the months of January 2026 and February 2026 is hereby extended up to **23rd March 2026**.

All other provisions of the aforesaid Notice dated 12.03.2026 shall remain unchanged.

(Dr. Santigopal Pain)
Controller of Examinations

Copy to :-

- All students of concerned UG and PG programmes, CUSB
- The Deans of all Schools, CUSB
- The Heads of All Departments, CUSB
- All Faculty members, CUSB
- The Registrar, CUSB
- The Finance Officer, CUSB
- Vice-Chancellor's Secretariat, CUSB
- PS/PA to Registrar/FO/CoE, CUSB
- System Analyst, CUSB - for uploading on University website
- All concerned staff of the Departments, CUSB - for circulation amongst the students
- Notice Board of Departments
- Guard File