



**Govt. of Jammu & Kashmir**  
**Govt. Unani Medical College & Associated Hospital**  
**Nawabagh, Ganderbal, Kashmir**

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Subject:- Monitoring of attendance of students of Govt. Unani Medical College cum Hospital, Nawabagh, Ganderbal, Kashmir.


**OFFICE ORDER NO:- 110 -GUMC OF 2024**  
**DATED 20 -12-2024**

In order to ensure proper attendance of the students in the classes for better education purposes, all the teaching faculty members viz. Associate Professors/Assistant Professors and Lecturer(s), are hereby informed to keep a close watch on the daily attendance of the students (class-wise) and in case, any of the candidate is found unauhorizedly, absent from their classes , for more than two days, the Administration in that case may be informed instantly with the details of such students, so that their parents as well as higher ups are informed accordingly.

Besides, it is enjoined upon all the students of this college to maintain proper discipline and decorum in the institution and in case any violation on this account is noticed by the faculty or officers of this college, stern action will be taken against such students by the college administration. Furthermore all the students of this college are hereby informed to fill up the enclosed format with all allied details and submit the same to the Academic Section of this college. This will enable the institution to keep a close liaison and interactions with the parents of the students and apprise them periodically about the progress of their academic career as well as conduct and subordination.

This issues with consent of Academic Committee/In charge Academics, , followed by the approval of the competent authority.

By order.

  
**(Mohammad Abdullah)**

Administrative Officer

No:- GUMC/Admn/252/2024

Dated:- 20 .12.2024

Copy to the:-

- 01/ Nodal Officer, GUMC, Ganderbal, Kashmir
- 02/ Accounts Officer, GUMC Ganderbal.
- 03/ Academic Committee, GUMC, Ganderbal.
- 04/ Inchage Website. He is requested to kindly upload the order along with format on the college website.
- 05/ All Associate Professors/Assistant Professors & Lecturers of GUMC Ganderbal.
- 06/ Pvt. Secretary to the Principal, GUMC, Ganderbal, Kashmir.
- 06/ Concerned file/Students Notice Board.

**Government of Jammu & Kashmir**  
**Government Unani Medical College & Associated Hospital**  
**Nawabagh, Ganderbal, Kashmir**

**PARENT INFORMATION SHEET**

NAME OF STUDENT	
ENROLLMENT NO.	
BATCH	
CONTACT NUMBER OF STUDENT	
LOCAL ADDRESS (IF ANY)	
FATHER'S NAME	
MOTHER'S NAME	
COMPLETE ADDRESS FOR CORRESPONDENCE WITH PINCODE	
FATHER'S CONTACT DETAILS	Mobile:Email:
MOTHER'S CONTACT DETAILS	Mobile:Email:
EMERGENCY CONTACT DETAILS	

(Note: In case student is staying with a guardian in that case contact details of guardian may be provided)

Father Mother  
Signature of parents



Photograph  
(Father/Mother/Guardian)

Place.....

Date.....

*Dr. Divya*