



**Government of Jammu and Kashmir  
Government Unani Medical College & Hospital,  
Nawabagh, Ganderbal, Kashmir  
noumck@gmail.com**

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Subject: - Monitoring of attendance of students in GUMC Nawabagh Ganderbal  
Kashmir-instructions thereon.

**Office Order No: 85-GUMC of 2025**  
**Dated:- 23-06.2025**

In order to develop a transparent and effective academic mechanism in the GUMC Ganderbal and to ensure proper attendance of the students of all the batches in GUMC Ganderbal, following instructions are issued forthwith, for its proper implementation and compliance:-

1. The Incharge Academics / Nodal Officer GUMC may hold meetings with the all faculty members fortnightly, so as to access the working and other allied matters of the academic side;
2. No student shall remain absent without proper sanction of leave from competent authority ;
3. The designated academic committee may monitor the attendance of the students of all the batches and also held periodical meetings with the teachers for a better academic scenario and also suggest valuable advices for the betterment of the system ,where ever found feasible ;
4. All the faculty members/teachers are advised to apprise the authorities immediately as an when any student is found unauthorisedly absent for more than 3 days so that further course of action as warranted shall be taken against them. Besides regular classes with 100% attendance may be ensured. Any kind of negligence in this regard shall be viewed seriously.;

  
23/6/25

5. The details of such students, who do not attend all the classes/practicals regularly despite being present in the college, may be furnished to the academic committee on weekly basis.

This issues with the approval of Principal Govt Unani Medical College Nawabagh Ganderbal Kashmir.

By Order.

  
(Mohammad Abdullah)  
Administrative Officer

No:-GUMC/Admn/93/2025  
Dated:- 23 06.2025

Copy to the:-

- 01/ Administrator, Govt Medical College Srinagar.
- 02/ Nodal Officer/Incharge Academics, GUMC, Ganderbal, for information and further necessary action, please.
- 03/ Chairman, Academic Committee, GUMC, Ganderbal, for appraisal.
- 04/ Incharge website ,GUMC Ganderbal with the request to kindly upload the same on the official website of GUMC Ganderbal.
- 05/ All faculty members, for cognizance and compliance.
- 06/ Private Secretary to the Principal Govt Unani Medical College Nawabagh Ganderbal Kashmir.
- 07/ Mr.Faizan Shabir,incharge Academic Cell, GUMC Ganderbal with the advice to circulate the instructions to all batches of the students and also fix the same on the college notice board, for the information of students.
- 08/ Office Order file.