

DYAL SINGH COLLEGE: LODHI ROAD: NEW DELHI
URGENT NOTICE

All Teacher-in-Charges

29.07.17

Dear Colleagues:

The college had asked students of Sem III & V to give their paper options online and Sem I manually at the time of admission, However, all students have not yet exercised their options. You are requested to convene meeting with students and collect their paper options then & there from those who did not exercise their options and from those who had given non permissible option. Collect AE paper options from Sem I B.Sc. (Prog) students in particular as these were inadvertently not asked for at time of admission. In no case allow change of option to those who have already exercised their options. The data so collected be collated paper wise vis-à-vis number of students for an option and submitted to college office immediately.

Further, you are requested to take steps to withdraw periods of such options (which no student/requisite number have opted) from time table of teachers of your department & ensure revised time table issuance to such teachers as per workload norms. Any reduction in requirement of teachers be informed immediately. Please ensure that no. Adhoc/guest teacher is engaged in your Department in absence of workload.

Further. Please ensure allotment of tutorial periods to all teachers to the extent possible.


(Dr. I. S. Bakshi)
Principal

CC:

- College website
- Convenor, time table committee
- Convenor, workload committee
- All dealing assistants to share Sem I paper option data urgently.
- Circulate among all teacher-in-charges