

DYAL SINGH COLLEGE
LODHI ROAD, NEW DELHI-03

08th February 2018

NOTICE

Subject : Submission of Monthly Attendance – Even Semester – Jan to April 2018.

As per Amended Ordinance VII (2) (II) d vide, Executive Council meeting dated 9 May, 2013 notified vide University letter no. CNC/11/093/2013 dated 18.06.2013; the attendance position of students is to be notified for each month clearly indicating Lectures/Practicals held, subject wise and the number attended by each student.

It is, therefore, requested that the attendance position of the students for classes engaged by you, month-wise, may please be submitted on the prescribed format with Dealing Assistant in the Computer Lab Basement as per the following arrangement:

Period/Month	Last Date for Submission
01 st – 31 st January 2018	12 th February 2018
01 st – 28 th February 2018	08 th March 2018
01 st – 31 st March 2018	08 th April 2018
01 st – 27 th April 2018	05 th May 2018 *

*Consolidated attendance sheets for the complete semester may also be submitted alongside

I.S.Bakshi 8-2-18
(Dr I.S.Bakshi)
Principal

Copy to:

1. College Web Site
2. Staff Room Notice Board
3. Circulate among staff
4. Faculty room Notice Board