

Dyal Singh College
(University of Delhi)

Lodhi Road, New Delhi - 110003

Dated: 31st August 2018

Notice

Submission of Monthly Attendance (Session July-Nov 2018)

As per Amended Ordinance VII (2) (II) d vide, Executive Council meeting dated 09th 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 Lecture/Practical held subject wise and the number attended by each student.

The date-wise attendance sheet provided to the teachers in the ongoing session have been designed in a way that dates for a particular month have been accommodated on a single sheet itself.

From this very session, it may be practiced, that instead of maintaining a separate proforma to submit monthly attendance, the Xerox Copies for the particular month from your date-wise attendance sheet, may be submitted to the College Office with Mr. Uttam Singh/Mr. Ankur Bhardwaj as per the following arrangement:

Period of Attendance	Last Date for Submission
July 20 th - August 31 st 2018	Till September 5 th 2018
September 1 st - 30 th	Till October 5 th 2018
October 1 st - October 30 th	Till November 5 th 2018
July 20 th - November 16 th 2018 (End of Session)	Complete Date-wise Attendance Sheet (in original) For July '18 - November 16 th '18 To be submitted Till November 22 nd 2018

Please mention total classes held/attended by students in month-wise sheets and grand total for entire semester in the sheet for November 2018.

I. S. Bakshi
(Dr. I. S. Bakshi)
Principal

Copy to:

1. College Web Site
2. Staff Room Notice Board
3. All Department Rooms
4. To be circulated among staff
5. Faculty Room Notice Board