

**DYAL SINGH COLLEGE**  
**Lodhi Road, New Delhi - 110003**

Dated: 1<sup>st</sup> February 2019

**NOTICE**

**Subject : Submission of Monthly Attendance Report for January 2019**

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, informed that the attendance position of the students for classes engaged by you, for the month of **January 2019**, may please be submitted to Mr. Uttam Singh / Mr. Ankur Bhardwaj in the Computer Lab Basement by **06.02.2019**.

The Month-wise Strips provided along with the section-wise Attendance Sheets may be used for this purpose. In case of Elective/Optional papers, you are advised to obtain blank strips from College Staff Room and use them as convenient.

Copy to:

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

(Dr I.S.Bakshi)  
Principal

*[Signature]*

Mr. / Uttam

*[Signature]*