

DYAL SINGH COLLEGE
LODHI ROAD, NEW DELHI-03

Dated: 03rd February 2021

NOTICE

Subject: Submission of Monthly & Consolidated Attendance Sheets

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 attendance position of the students for classes engaged by you, month-wise, may please be e-mailed from your official email-IDs (xxxxx@dsc.du.ac.in) to attendance@dsc.du.ac.in with strict adherence as per the following arrangement:

- A. Monthly Attendance to be submitted by 5th of the subsequent month.
- B. At the end of the semester, Complete Consolidated Attendance Sheets for the whole semester to be e-mailed within 5 days of dispersal of classes as per the University Academic Calendar.

Official email-IDs (xxxxx@dsc.du.ac.in) provided to each faculty members should only be used to e-mail the attendance sheets. Also, the Month/Period which the attendance is being submitted for, must be mentioned in the subject while e-mailing.

Strict compliance to the above to be observed.

Sd/-
(Prof. V. K. Pajiwala)
Principal (Officiating)

Copy to:

1. College Website
2. Staff Room Notice Board