

दयाल सिंह कॉलेज
(दिल्ली विश्वविद्यालय)
DYAL SINGH COLLEGE
(UNIVERSITY OF DELHI)

02-02-2024

NOTICE

Subject: Submission of Monthly & Consolidated Attendance (Email & Physical Copy)-reg.

As per Amended Ordinance VII (2) 11 (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/Practical/Tutorials etc. 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, must be e-mailed (physical copy of the same must be submitted in college office to Mr. Amit Kumar) 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 the 5th of the subsequent month.
- B. At the end of the semester, Complete Consolidated Attendance Sheets for the whole semester to be e-mailed and a hard copy of the same be submitted 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 line alongwith proper name of course & paper while e-mailing. It is also mandatory to inform if the paper shared is being with other departmental colleague in which case is being his/her name should also be mentioned.

Strict compliance to the above must be observed.



(Prof. V.K. Paliwal)
Principal

1. College Website
2. Staff Room Notice Board