

# HANS RAJ COLLEGE: DELHI


## ATTENDANCE NOTICE

All the faculty members are requested to total up the attendance for lectures, practical's and tutorials (combined) for the month of **December** of **Semester -I** students and deposit the same with Mr. J.N. Rai (Arts & Commerce Courses) & Mr. Mohit Rana (Science Courses) in the College Office latest by **5<sup>th</sup> January, 2023**. Please mention the Contact number, Course name & Title as prescribed in the University syllabi for correct computation.

### Note:

- 1) Please mention the complete College roll no. of the students on the attendance sheet.
- 2) Please keep the Xerox copy of the attendance sheet with you.
- 3) **Please mention the roll no's in sequence.**
- 4) You are required to submit the attendance i.e. lectures, tutorials and practical's on the separate sheets.
- 5) Clubbed attendance must be shown on the lectures sheet.

Date: 29.12.2022

  
29/12/2022  
Prof. (Dr.) Rama  
Principal  
Hans Raj College Delhi  
No. 104/22