

# **HANS RAJ COLLEGE: DELHI** **ATTENDANCE NOTICE**

Members of the staff are requested to total up the **attendance** for lectures, practical's and tutorials (**combined**) for the month of **January** of the **I, IV & VI Semester** students and forward at **artscommattendance@hrc.du.ac.in** (Arts & Commerce Courses) & **scienceattendance@hrc.du.ac.in** (Science Courses) latest by **4<sup>th</sup> February, 2022**. 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: 01.02.2022**

*[Handwritten Signature]*  
PRINCIPAL  
HANS RAJ COLLEGE  
Principal  
*[Handwritten Initials]*