


HANS RAJ COLLEGE: DELHI **ATTENDANCE NOTICE**

All the faculty members are requested to total up the attendance for lectures, practicals and tutorials for the month of August & September of the I, III & V Semester students and submit the same with Ms. Manisha Raj (Arts & Commerce Courses) & Mr. Mohit Rana (Science Courses) in the College Office latest by 5th October, 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 numbers in sequence.
- 4) You are required to submit the attendance i.e. lectures, tutorials and practicals on the separate sheets.
- 5) Clubbed attendance must be shown on the lectures sheet.

Date: 03.10.2023


Prof. (Dr.) Rama
Principal
Manisha *Mohit*