


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

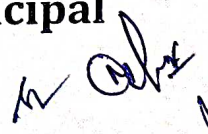
All the faculty members are requested to total up the **attendance** for lectures, practicals and tutorials for the month of **October** of the **I, III & V Semester** students and submit the same with **Ms. Manisha Raj (Arts & Commerce Courses) & Mr. Mohit Rana (Science Courses)** in the College Office latest by **6<sup>th</sup> November, 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: 31.10.2023**

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

  
**Manisha**