## 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 September of the III & V Semester students and forward at artscommattendance@hrc.du.ac.in (Arts & Commerce Courses) & scienceattendance@hrc.du.ac.in (Science Courses) latest by 5th October, 2021. Please mention the Contact number, Course name & Title as prescribed in the University syllabi for correct computation.

## Note:

- 1) <u>Please mention the complete College roll no. of the students on the attendance sheet.</u>
- 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.

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5) Clubbed attendance must be shown on the lectures sheet.

Date: 21.09.2021.