


# **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 **January & February (combined)** of the **1st Semester** students and deposit the same with **Mr. J.N. Rai (Arts & Commerce Courses) & Mr. Mohit Rana (Science Courses)** in the College Office latest by **21<sup>st</sup> February, 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: 31.01.2023**

  
**Prof. (Dr.) Rama**  
**Principal**  
*date: 31/01/23*