


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** of the 4th & 6th 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 **6th 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
