

NOTICE FOR STUDENTS

1. **Students participating in extra curricular activities will not be given any attendance for rehearsals / practices .** The teacher coordinator of the event should submit the list to college office regarding the dates of competition/performance of all the students with their roll numbers. No individual teacher should give attendance for such activities. Performa for the same is available in the office.

2. Attendance of every month is to be submitted by the teachers in the subsequent month in the first 3 working days. **The office will compile student-wise attendance in next two working days. This will be uploaded on the college website and displayed on students notice boards latest by 11th of every month.**

3. **Letters in both languages (Hindi & English) will be sent to the parents of those students who are short of attendance by mid October/mid March.**

4. If a student brings **Medical Certificate**, she should be asked to submit it in the office* and get a receipt of the same on the photocopy of the certificate. If there is no proper stamp of receipt it will not be considered at the end of the semester.

* within ten days of rejoining the college.

Convenor, Attendance Committee

Principal

website .
Students NB .
Copy to Students' Union .