



Sri Venkateswara College
(University of Delhi)

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Ref No : SVC/Admn/2015/P/

23rd January, 2015

NOTIFICATION
(II/IV/VI Semester :: 2014-2015)

All the teachers are requested to update the monthly attendance of students on the Student Administration Software on the last working day of each month positively for further necessary action. The attendance sheets are to be submitted to the office of the Section officer (Administration) accordingly. Proper receipt of the same may kindly be obtained. The office of the Section Officer (Admin) is requested to promptly issue the receipt.

It is pertinent to mention here that the Three Year Undergraduate Programs (TYUP) allocates marks for attendance to the students in each paper Under Internal Assessment Scheme. **66.6% attendance is compulsory for the students to appear at the University of Delhi Semester Examinations to be held in May/June, 2015.** Also, the Admit Cards shall be issued to the students only on the basis of their attendance as per university rules.

Your cooperation is most solicited.


Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021


Copy forwarded to the following for information and compliance:-

1. Dr R.P. Singh, Vice-Principal.
2. All Faculty Members of the respective departments.
3. Teacher-in-Charge of the respective departments.
4. Mr Virendra Kumar, Administrative Officer.
5. Mr Pawan Kumar Pandey, Section Officer (Administration).
6. Mr Rajiv Goel, Mr URR Narendra, Mr Anendar Kumar Manjhi, Ms Anjali Sharma and Ms Renu Yadav, Dealing Assistants (Administration).
7. Mr Kumar Ashish, Junior Assistant.
8. All Concerned/Staff Notice Board/College Website/File.



