



Dr. Shakeel Ahmad  
Registrar

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1<sup>st</sup> August, 2016

## CIRCULAR

All Head of Departments are hereby advised to go through the enclosed Students Attendance Proforma. This Proforma is to be provided to all faculty members of your department. Every faculty of the department is required to submit the details complete in all respects in the enclosed proforma on monthly basis to their Head of the Department. Head of Departments have to consolidate the information received from their faculty and submit the same to the Office of Vice-Chancellor on the last day of every month. It is to be done every month religiously.

Registrar

To

All Heads of Departments

Copy to:

1. All Deans of Schools
2. Secretary to Vice-Chancellor [for information of the Vice-Chancellor]

