O/O REGISTRAR P.K.S., GOVERNMENT COLLEGE KANINA (MAHENDERGARH)

SUBJECT : Implementation of Regular Attendance Policy

All Teaching Staff and Students

In compliance with the order dated 09.01.2025 from the Principal Office, regarding regular attendance in classes, the Registrar Office hereby issues the following instructions:-

1. All teachers are required to maintain accurate attendance records of their students.

2. Teachers must submit attendance reports to the Registrar's Office by the 4th week of every month.

3. The attendance reports will be reviewed by the Registrar's Office, and necessary disciplinary actions will be taken against students with poor attendance.

4. Students who are absent for a long period may face disciplinary action, including striking off their names from the college rolls.

All teaching staff and students are expected to comply with this notification.

DR. HARI OM
O/o Registrar,
PKS, Government College,
Kanina.
Dated : 09.01.2025

Principal 9/1/25
Govt. College, Kanina
Distt. Mohindergarh