



DEPARTMENT OF ENGLISH

SARAT CENTENARY COLLEGE

DHANIAKHALI – HOOGHLY – WEST BENGAL – INDIA

**From:** The Head, Department of English

**Dated:** Dhaniakhali; 01 / August / 2017

## NOTICE

It is hereby being notified for the information of all 1<sup>st</sup> Semester English Honours students that attendance status of students will be published in the departmental Notice Board and will also be uploaded on the college website on monthly basis within first three working days after completion of each month.

Any discrepancy in the attendance status must be reported to the undersigned within three working days of each publication. No complain in this regard will be entertained after three working days of each publication.

Attendance will be calculated on the basis of the following formula:  $(\text{Lectures Attended} \div \text{Lectures Delivered}) \times 100$

Attendance calculation takes effect from 01/08/2017 and will continue till the beginning of Semester End University Examination.

All are requested to attend classes regularly.

Sd/-Dr Ramanuj Konar  
Assistant Professor & Head  
Department of English  
Sarat Centenary College