



**PINGLA THANA MAHAVIDYALAYA**

**Maligram, Paschim Medinipur, Pin-721140**

NAAC Accredited B grade ( in 2<sup>nd</sup> cycle), Govt. aided college, affiliated to Vidyasagar University

**Website: [pinglacollege.ac.in](http://pinglacollege.ac.in)**

**Date: 08/03/2021**

**Notice**

All the teachers are hereby directed to submit the report in the below mentioned format regarding their attendance w.e.f. 01/07/2019 to 30/06/2020 within 10/03/2021, positively through mail in the mail address [principal@pinglacollege.ac.in](mailto:principal@pinglacollege.ac.in)

**12. ATTENDANCE OF TEACHERS AND PRINCIPAL:  
(Including Part-Time and Contractual Teachers)**

Teacher's Name	No of Days present in the College	No of days absence		No of days engaged in University Examination	No of classes allotted/week		No of classes Taken (Cumulative)	
		On-Duty	Leave (CL/E L/ ML etc)		Theory	Lab (if any)	Theory	Lab (if any)

**Sd/-  
Principal,  
Pingla Thana Mahavidyalaya**