



BIRLA SHISHU VIHAR

A Prestigious Day School for Boys and Girls
(Affiliated to CBSE, New Delhi No: 1730263, School No: 10606)
(A Birla Education Trust, Pilani Institution)
Website: www.bsvpilani.edu.in



BRITISH COUNCIL
International School Award

Estd: 1953

Circular No - 225

July 10, 2020

From: Principal
Kind Attention: Teaching Staff

Marking of Attendance

Dear Colleagues,

Attendance will be marked by each and every subject teacher from Monday onward.

Following lab assistants will collect the attendance from the subject teachers of respective compartment.

Senior Compartment: Mr. Chiranji Lal

Middle Compartment: Mr. Manish Saini

Primary Compartment: Mr. Mukesh Gaur

Pri-Primary : Mrs. Lita

Lab Assistants will handover attendance compartment wise to the deputed computer teachers for further compilation.

Following Computer teachers are deputed for compiling the attendance compartment-wise.

Senior Compartment: Ms. Sharanjeet Kaur.

Middle Compartment: Ms. Karuna Yadav, (Ms. Ranjana Sharma)

Primary Compartment: Ms. Hemlata Gupta

Pri-Primary

Deputed computer teachers will send the soft copy of compiled attendance to the Bursar and Academic coordinators. *by 12.30pm every day without fail.*

Remark: Subject teachers will keep the record of attendance (Excel file) of each online session and will send it to the class teacher, which may be asked in future on demand.

Thanks.

(Pavan Vashishtha)
Principal

Cc: Academic Coordinators and BSV Staff, Bursar

For Info: BSV Staff.

Bursar is requested to maintain the record of attendance of each class. A copy is to be maintained by Mr. Shatrughan PA to Principal.

[Signature]
10/07/2020.