



मगध विश्वविद्यालय, बोधगया  
**Magadh University, Bodhgaya**

Letter No .R./40/16

Date .20/7/16

To,

1. All Heads,  
P.G. Departments  
Magadh University Campus, Bodhgaya
2. All Principals  
Under Magadh University, Bodhgaya

Sub: Attendance Report regarding

Dear Sir,

Magadh University, Bodhgaya letter no. R/33/16 dated 04/07/2016 and Bihar Raj Bhawan letter no. BSU-43/2016-4198/GS(I) dated 01/07/2016 regarding presence of teachers in the department/college, have already been sent to all the P.G. Departments/Constituent Colleges.

All the teachers are requested to fill in the enclosed Weekly Progress Report on each working day. The Heads of Department/Principals are requested to submit it at the weekend i.e. on Saturday or last working day of the week latest by 02:00 p.m. to the Registrar/DSW office.

The enclosed format of Daily Attendance Report is to be submitted daily to Registrar/DSW office latest by 02:00 p.m. on each working day together with leave application.

This may be treated as most urgent and essential.

By the order of Hon'ble Vice-Chancellor

*Encl.: As above*

  
Registrar

Magadh University, Bodhgaya

Email : registrar.mu.bodhgaya@gmail.com

**MAGDH UNIVERSITY, BODHGAYA**  
**DAILY ATTENDANCE REPORT**

Department/College : ..... Date : .....

S.No.	Name of Teacher	Designation	Status				
			Present	on Leave		on unauthorised leave	
				From	To	From	To

Signature of H.O.D./Principal



**MAGADH UNIVERSITY, BODHGAYA**  
**Weekly Progress Report**

P.G. Department/College:.....

Name of Teacher..... Designation.....

Subject:.....

Sl. No.	Date	Alloted Calsses as per Routines	Classes Engaged	Topic Taught	Signature of the Teacher	Remarks if any
1						
2						
3						
4						
5						
6						

Signature of Teacher

Signature of H.O.D./Principal