

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

**No. 6390-6489/DUI/DS  
Dated: 25.8.2017**

The Committee in its meeting held on 18.8.2017 regarding introduction of online attendance module has decided to introduce the module for various Courses in all Teaching Departments / Centres / Institutes and to make it functional from the Even Semester to be commenced w.e.f. January 4, 2018. For this purpose, there is a need for the training of non-teaching staff of Teaching Departments / Centres / Institutes to use software effectively so that online attendance module can be put to use in letter and spirit. Two non teaching staff members may be deputed by the Chairpersons.

Mr. Sudhir Goyal, Programmer, IQAC/MIS Cell has been deputed for giving said training in two batches on Saturdays in the Computer Labs. of the Computer Centre, Panjab University, Chandigarh.

You are, therefore, requested to please give names of two non-teaching staff members to the office of the undersigned **by August 31, 2017 by 4.00 p.m.** positively.

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Dean of University Instruction

**Issued to:**

1. The Chairpersons/Coordinators,  
All Teaching Departments/Centres/Institutes,  
Panjab University,  
Chandigarh.
2. Director, UIET, Director, UILS, Director, Dr. Harvansh Singh Judge Institute of Dental Sciences and Hospital, Director, Swami Sarvanand Giri Panjab University Regional Centre, Bajwara, Hoshiarpur, Honorary Director, Regional Centres, Ludhiana, Kauni and Muktsar including V.V.B.I.S. & I.S., Hoshiarpur.