



Office of the Dean Academics

Ref. no. YBN/UNIV/DA/10022025/001

Date: 10/02/2025

Submission of Faculty Attendance and Weekly Work Reports

Respected Deans and Principals

This is for your kind information to submit the **Weekly Faculty Attendance** along with the **Weekly Work Reports** of all faculty members of your respective schools and colleges. These documents are crucial for maintaining accurate records and ensuring smooth academic operations.

Please ensure the following:

1. **Weekly Faculty Attendance:** Submit a hardcopy of faculty attendance report as per the given format duly signed by the Deans/Principals.
2. **Weekly Work Reports:** A detailed report of faculty member teaching activities, including the number of classes taught, research activities, and any other academic contributions for the week as per the given format duly signed by the Dean/Principal

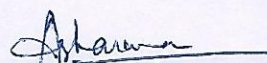
The completed documents must be submitted to the office of the Dean Academics no later than every **Saturday** (exclude if any holiday)

Your cooperation in adhering to this request and timely submission is greatly appreciated.

Thank you for your prompt attention to this matter.

Copy for information to:

1. The Hon'ble. Chancellor/ Pro chancellor/Vice chancellor
2. Advisor & Director/Registrar office
3. Dean Academics /DSW(I/C)
4. The CF&AO/COE/Director -HR/ IQAC/NAAC//NEP/ The Editor-in chief/Publication section
5. All the Deans/Principals of respective Schools/Colleges.
6. Notice Board/Website


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