SANSKAR SARJAN EDUCATION SOCIETY
॥सा विद्या या विमुक्तये॥

Dhirajlal Talakchand Sankalchand Shah College of LAW

Kurar, Malad (East), Mumbai – 400 097. (M.S.) Tal. Borivali, Dist.: Mumbai.
Tel. Off. : M.: 8591377595 / 8591376800 /8433888534
E-mail: dtsslaw@sanskarsarjan.org / principal@sanskarsarjan.org / library@sanskarsarjan.org

Affiliated to University of Mumbai & Approved by Bar Council of India

Date: 13/07/2026

NOTICE

MAINTENANCE OF STUDENTS' ATTENDANCE RECORDS AND SUBMISSION OF MONTHLY ATTENDANCE REPORTS

All the faculty members are hereby instructed to ensure that the attendance of students is recorded accurately and regularly for every lecture conducted in their respective subjects.

At the end of every month, faculty members must compile the attendance records and submit the monthly attendance report to Dr. Tahira Siddique for review and further necessary action.

Further, faculty members must identify students whose attendance falls short of the prescribed minimum requirement of 75%. Such students must be instructed to submit handwritten assignments in the respective subjects as directed by the concerned faculty members.

All faculty members are requested to strictly comply with these instructions and ensure proper maintenance of attendance records, timely submission of monthly reports, and appropriate follow-up with students having attendance shortages.

Your cooperation and timely compliance are expected.

D.T.S.S. College of LAW
Kurar Village, Malad (East), Mumbai-97.

I/C.Principal
Sanskar Sarjan Education Society's
D.T.S.S. College of Law,
Kurar Village, Malad (East),
Mumbai-400097.