



DE PAUL COLLEGE, MYSORE

Affiliated to Mandya University

AICTE Approved / Recognized under UGC 2(f)

Enlightening to Empower

03/12/2025

CIRCULAR

Dear Staff Members,

As we prepare the **attendance calculation for this semester**, please follow the instructions carefully:

1. **December 20th 2025 is the last working day.**
2. **Model Exams conclude on December 10th.**
 - Please calculate the **regular attendance only till December 10th** as per actual classes held.
3. **Study Holidays are provided from Dec 11th to Dec 19th 2025:**
 - During this period, students will not be attending classes.
 - However, these are **working days**, so each faculty member must **award attendance based on the number of hours allotted** to your subject in the timetable from **Dec 11th to Dec 19th**.
4. **7 Days of Mandatory Leave to be Added for All Students:**
 - **1st Internal** – 3 days
 - **2nd Internal** – 3 days
 - **Diplomat** – 1 day

Kindly ensure accuracy and complete the attendance update accordingly.


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