



**Office of the Dean Academics**

**Ref. no. YBN/UNIV/DA//06082025/001**

**Date: 06/08/2025**

**Faculty Weekly Work/Attendance Report Submission Format**

All concerned are hereby informed to **submit their weekly attendance and work report every Saturday by 3:00 PM** to the **Office of the Dean Academics**.

The report must be submitted in the **attached format** without fail.

This is to ensure timely monitoring and documentation of academic and administrative activities.

**Enclosure:** Weekly Attendance and Work Report Format

Copy for information to:

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

*Ashama*  
Dean Academics  
YBNU Ranchi

Dean Academics  
YBN University Ranchi





**YBN UNIVERSITY**  
Established by the Act of Government of Jharkhand Act 15, 2017  
Gazette Notification No. 505, Dated 17th July 2017  
As per Section 2(f) of UGC Act. 1956

Office of the Dean Academics

Ref. no. YBN/UNIV/DA/06082025/001

Date: 06/08/2025

Faculty Weekly Attendance Report

Name of the School/ College: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_

S. No.	Name of the Faculty	Designation	Scheduled Day/Date						Total No. of Days Present/ Absent
			Mon	Tues.	Wed.	Thurs.	Fri.	Sat.	
1.									
2.									
3.									
4.									
5.									
6.									

Signature of HOD with Date :

Signature of Dean/ Principal with Date :

*Ashama*  
06/08/25  
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**Faculty Weekly Work Report**

Name of the School/ College: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_

S.No.	Name of the Faculty	Designation	No. Of Classes Taken	Topics Taught	Mention Specific Work Assigned By the HOD	Research Project/Paper Lab-work assigned	Ph.D related work	Work of additional responsibility
1.								
2.								
3.								
4.								
5.								
6.								

Signature of HOD with Date:

Signature of Dean/ Principal with Date:

*Acharya*  
6/08/25  
F Dean Academics  
YBN University Ranchi