

### Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)
Established by the Act. of Government of Jharkhand Act. 15, 2017
Gazzate Notification No. 505, Dated 17 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 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

Dean Academics YBNU Ranchi

Pean Academics
YBN University Renchi

Campus: YBN University, Rajaulatu, Power Grid Road, Namkum, Ranchi-834010(Jharkhand)
Ph: 9431104112, 9709500400

Email:ybnuniversity2017@gmail.com|Website: www.ybnu.ac.in



### Office of the Dean Academics

Ref. no. YBN/UNIV/DA/06082025/001	
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Date: 06/08/2025

## Faculty Weekly Attendance Report

Name of the School/College:	Date: to	nggan panjan dipaga pikana anti-da a-agita batasa data:
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S. No.	S. No. Name of the Faculty	Designation	Scheduled Day/Date					Total No. of Days Present/	
		-	Mon	Tues.	Wed.	Thurs.	Fri.	Sat.	Absent
1.	ki kayanan diraké Angga Kalamangan Paran A, kadap mga bar, iya a da kadap mga da da kadap mga da kadap mga da k								
2.									
3.									
4.									
5.									
6,									

Signature	of HOD	with	Date	:
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Signature of Dean/Principal with Date:

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VBN University Ranchi



## Office of the Dean Academics

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

Name of the School/ College:

Date: 06/08/2025

# Faculty Weekly Work Report

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.	Antonio (Agril pri implicato pri							
3.								
4.	and the second section of the section of the second section of the section of the second section of the section of th							
5.								No.
6.								

Signature of HOD wit	h Date:
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Signature of Dean/Principal with Date:

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F Dean Academics
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YEN University Ranshi