

DOACH/ 14-33/2010/

Dated: 4-Oct-10

**All Centre In-charge of Computer applications, Business Accounting and Multilingual DTP  
(CABA-MDTP) Centres .**

**Subject: Monthly attendance & Performance Monitoring Report**

With reference to above mentioned subject please find the enclosed Performa for monthly attendance & performance monitoring report. You are required to send the attendance of faculty (21<sup>st</sup> to 30<sup>th</sup> /31<sup>st</sup> day of the previous month and 1<sup>st</sup> to 20<sup>th</sup> of the current month) and duly verified by centre in-charge **strictly in provided format so that it reaches at DOEACC Society, Chandigarh Centre by 25<sup>th</sup> day of current month** along with copy of detail attendance sheet (format enclosed) so that salary can be processed for the faculty within time. Please note that Attendance received after specified date will be considered for processing of salary with next salary processing cycle. Performa for Monthly Attendance along with the detailed attendance sheet and performance monitoring report is also available at [www.doeaccchd.edu.in](http://www.doeaccchd.edu.in) .The enclosed format of monthly attendance & performance Monitoring report will be implemented from Nov,25<sup>th</sup>, 2010. For the month of Oct,2010 attendance of complete month should be sent.

As per the Guidelines of NCPUL, It is mandatory for all students of CABA-MDTP course to pass the CCC course of DOEACC Society, New Delhi. It is therefore compulsory for every NCPUL centre to get accreditation for CCC course from respective Regional Centres of DOEACC Society by 31<sup>st</sup> October 2010 so that students can appear in next CCC examinations. You are requested to contact the Regional Centre of DOEACC Society of your NCPUL centre for accreditation. List of Regional Centres of DOEACC and other details regarding CCC is also available at [www.doeacc.edu.in](http://www.doeacc.edu.in).

Thanking you

Yours Faithfully

T.S. Bawa  
(Scientist 'E')

**CABA –MDTP COURSE – JOINTLY RUN BY NCPUL & DOEACC SOCIETY**  
**MONTHLY PERFORMANCE REPORT FOR THE MONTH OF \_\_\_\_\_, \_\_\_\_\_**  
**CABA-MDTP Centre, NCPUL**

Centre Code: \_\_\_\_\_

Date:

Name of the Centre:

Address:

City:

State

Pin code:

E-Mail:

Phone No.

Mob. No.

**Attendance(To be verified by Centre Incharge)**

**(From 21<sup>st</sup> to 30<sup>th</sup> /31<sup>st</sup> of previous month and 1<sup>st</sup> to 20<sup>th</sup> day of the current Month)**

**1. Faculty Name (In Block Letters as in Agreement):**


Designation (as per agreement)

Total Month  
DaysTotal working  
Days

Present Days

Absent Days

Sign \_\_\_\_\_

**2. Faculty Name (In Block Letters as in Agreement):**


Designation (as per agreement)

Total Month  
DaysTotal working  
Days

Present Days

Absent Days

Sign \_\_\_\_\_

**3. Faculty Name (In Block Letters as in Agreement):**


Designation (as per agreement)

Total Month  
DaysTotal working  
Days

Present Days

Absent Days

Sign \_\_\_\_\_

**Note: - Send this report so that it reaches DOEACC Society, Chandigarh Centre by 25<sup>th</sup> of current month along-with the detailed attendance sheet.**

Signature of Centre I/C with seal

**Student Detail :**

	Male	Female	SC	ST	OBC	Gen	Muslims	Christians	Sikh	Buddhist	Parsi	Hindu	Others
Student Regd.													
Left During the Month													

No of Students of Morning Batch-

No of Students Of Evening Batch-

Syllabus Covered as per Module (Y/N)

Current Module No(s) : \_\_\_\_\_

No of Complaints Received:

Date of meeting of monitoring committee: \_\_\_\_/\_\_\_\_/\_\_\_\_

Minutes Attached : Yes/No

No of Students Placed during the last 6 months:

Boys:

Girls

(Above To be mentioned in Dec/June)

**Status of Hardware :**

Whether the Computers are working or not. If not working please write with reason and action taken report:  
HW & SW Working **OK/Not OK**

**Internet Working: Yes/No**

**Accreditation no for CCC Exam:** \_\_\_\_\_ Applied (Y/N)

**Performance of Module Exams:**

Module No and Name	Registered	Appeared	Average Marks Obtained
1.			
2.			
3.			
4.			
5.			
6.			

Status of Exam :

Exam	Month /Year	Registered			Appeared			Pass out		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
CCC										
CABA-MDTP										
'O' Level										

Signature of Centre I/C with seal

**CABA –MDTP COURSE – JOINTLY RUN BY NCPUL & DOEACC SOCIETY**

**Ref. No. :**

**Date: / /201**

**TEACHER’S PERFORMANCE REPORT FOR THE MONTH OF \_\_\_\_\_**

**Centre Code :**

**Name of the Centre :**

**Address :**

**City:**

**State**

**E-Mail :**

**Phone No.**

**Mob. No.**

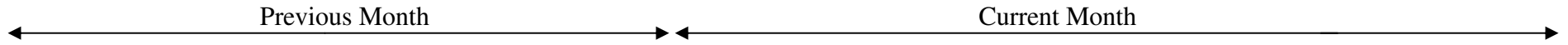
Name of Teacher	Module No and Name	Topics Covered	No. of days of teaching of Topic

**Total Days**

Signature of Centre I/C with seal



## Detailed Attendance Sheet



Sr. No	IT Faculty Name	Previous Month											Current Month																							
		21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
1																																				
2																																				
3																																				

**Note: -**

- Attendance for 21<sup>st</sup> to 30<sup>th</sup> / 31<sup>st</sup> of the previous month and 1<sup>st</sup> to 20<sup>th</sup> of the current month. e.g. Suppose faculty have to send the attendance by 25<sup>th</sup> December then Centre Incharge will send the attendance from 21<sup>st</sup> Nov. to 30<sup>th</sup> Nov. and 1<sup>st</sup> Dec. to 20<sup>th</sup> Dec. For Nov. 2010, attendance from 1<sup>st</sup> Nov, 2010 to 20<sup>th</sup> Nov, 2010 to be sent.**

Name of Instructor who has resigned in the above period: \_\_\_\_\_

**(Notice period to be observed by faculty)**

Date of Resignation: \_\_\_\_\_

Date of Relieving: \_\_\_\_\_

Signature of Centre I/C with seal