

**OFFICE OF THE PRINCIPAL  
BALIKUDA WOMENS DEGREE COLLEGE  
BALIKUDA, JAGATSINGHPUR  
OFFICE ORDER**

No. 151/23

26.08.23

All the HODs and staff are hereby directed maintain daily absent statement of the absentees of all their respective classes w.e.f 28.8.2023 and submit the same with the undersigned after their classes are over failing which disciplinary action shall be taken against the defaulters.

*Ramya*  
Principal 26/8/23

Balikuda Women's Degree College  
Principal-in-charge  
Balikuda Women's Degree College  
Date - Balikuda, Jagatsinghpur

Memo No.- 152/23

Copy to Sri. Amiya kumar Senapati, Jr.Clerk. He is directed to make a consolidated absent statement daily of the absentees of each class on daily basis for onward posting of the same on the student's attendance management portal. Any deviation in the matter shall be seriously viewed.

*Sd/ Ramya*  
Principal 26.8.23  
Balikuda Women's Degree College

Memo No. 153/23

Date -

Copy to the Smt. Rajashree Hota , Lect.in Education. She is the directed to verify and ensure the correctness of the daily consolidated absent statement of each class before the same is posted on students attendance management portal. Any deviation in the matter shall be seriously viewed.

*Sd/ Ramya*  
Principal 26.8.23  
Balikuda Women's Degree College

Received

*S.K. Swamy*  
26.08.23

*AS*  
26/08/2023

*K.D.T*  
26.8.23

*R. Banik*  
26.08.23  
*N. D. B.*  
26/08/2023

*R. Hota*  
26/08/23  
*M. M.*  
26.08.23

*K. Panigrahy*  
26.8.23