

**राष्ट्रीय संस्कृत विश्वविद्यालय / NATIONAL SANSKRIT UNIVERSITY**  
(A Central University estd. by an Act of Parliament), Tirupati-517507, AP  
Accredited by NAAC A+ Grade (Cycle III) with 3.26 CGPA

F.No.NSU/Acad/10015/2267

Date: 22.01.2026

**ACADEMIC CIRCULAR**

Sub : NSU - Academic - Submission of Attendance Sheets of every month - Reg.

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With reference to the above cited, It is hereby requested that all the faculty members and guest faculty have to submit their respective teaching classes' attendance sheets on or before 4th of every month to the concerned Head of the Departments without fail. Group-C MTS of the Academic section will collect the attendance sheets from the Head of the Departments on 5th of every month. As the percentage of attendance lists of students to be published by 10th of every month in the stipulated timeline by the Academic Section.

Your kind cooperation in this regard is highly solicited.

  
22/01/2026  
Dean, Academic Affairs i/c

To  
be circulated among all faculty members and guest faculty.

**Copy to:-**

All notice boards  
All Deans & the HODs, Controller of Exams, Academic Coordinator  
Dy.Librarian, Dy.Registrar, Asst.Dir.of Physical Education  
Asst.Registrars (F&A), (Estt.), (Admn.), (Exams)  
System Analyst with a request to upload on the NSU website.  
Chief Warden, Assistant Engineer, Medical Officers, Hostel Manager  
PS to Vice-Chancellor / Registrar / Finance Officer

To be posted on all Notice Boards, NSU official Social Media groups