

The Principal
Govt. Islamia Graduate College,
Faisalabad.

**SUBJECT: SUBMISSION OF CLASS ATTENDANCE FOR PAYMENT OF BILL
FOR THE MONTH OF _____ 202**

Sir,

I am working as visiting teaching staff member and I have taught the following courses during the month of _____ as per time table. Copies of class attendance registers are enclosed herewith.

COURSES TAUGHT IN THE MONTH OF _____

Course Code	Course Title	BS-Discipline	Semester	No. of Classes

Name of Visiting Teaching Staff _____

Signature _____

N.I.C No _____

Discipline _____

Verified by the BS-Coordinator _____