

Dated: 23/04/2018

NOTICE

Subject : Submission of Final Consolidated Attendance Sheets and Internal Assessment (IA) Marks Record for the period Jan-Apr 2018.

All the faculty members are requested to submit:

- A. Final Date-Wise Attendance Sheets (Consolidated); and
 - B. Internal Assessment (IA) Marks Record of the students
- with Mr. Uttam Singh / Mr. Ankur Bhardwaj in Computer Lab, New Academic Block (Basement) on or before 27.04.2018.

A. For the attendance sheets,

It is to be ensured that

- (i) the Grand Total of the Classes (Total Lectures held for the said period and total lectures attended by the students) is calculated at the last page of the Sheet.
- (ii) Each page of the Attendance Sheet is signed by the concerned faculty.

B. For the IA Marks Record,

The following arrangement of formats has to be followed while submitting the record:

- (i) Format-A : to be filled by teacher individually teaching full paper.
- (ii) Format-B : to be filled by each teacher sharing a paper.
- (iii) Format-C : to be filled by any one of the teacher sharing a paper.

The format type (A/B/C) has to be mentioned on the top-right corner sheet while submitting the IA marks record.

The course-wise and subject-wise formats for submission of IA marks may be obtained from:

- in case of Core Papers: College Staff Room / Office; and
- for Elective Papers (SEC/GE, etc.): Computer Lab Basement

I. Singh
8/23/4/18
(Dr. I. S. Bakshi)
Principal

Copy to:

1. Staff Room Notice Board
2. Circulate among Faculty Members
3. College Website
4. All Teacher-in-Charges