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Dated: 13.11.2018

NOTICE

**Submission of Final Consolidated Attendance Sheets and
Internal Assessment (IA) Marks for the Period July-Nov 2018**

The Faculty are requested to submit:

- A. Final Date-wise Attendance Sheets (Consolidated); and
B. Internal Assessment (IA) Marks Record of the Students
to Mr. Uttam Singh/Mr. Ankur Bhardwaj in Computer Lab, New Academic Block
(Basement) **latest by 26.11.2018 (Monday)**.

A. For the Attendance Sheets,

Please ensure 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 duly signed and has the name of the subject mentioned on it.

B. For the IA Marks Record,

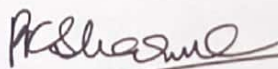
The following arrangement of formats has to be followed while preparing the record:

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

The format type i.e. A, B, or C has to be mentioned on the top right corner of the sheet while submitting the IA record.

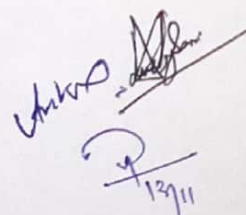
The course-wise and subject-wise formats for submission of IA marks may be obtained from:

- In case of Core Papers:
Science Courses - Administration Office, Ground Floor
Arts and Commerce Courses - College Staff Room, 1st Floor
- In case of Optional/Elective Papers (GE/SEC/DSE, etc.):
Computer Lab, New Academic Block Basement


(Dr. Pawan Kumar Sharma)
Principal (Officiating)

Copy to:

1. Staff Room Notice Board
2. Circulated among Teachers
3. All Teacher-in-Charges (TIC)
4. College Website


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