

Dated: 09.04.2019

NOTICE

Submission of Final Consolidated Attendance Sheets
and Internal Assessment (IA) Marks
for the Period January-April 2019

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 03.05.2019 (Friday)**.

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 actual name of the subject/paper mentioned on it.

B. For the IA Marks Record,

The following arrangement of formats may 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 may be mentioned on the top right corner of the sheet while submitting the IA record.

The course and subject-wise formats for submission of IA marks may be collected starting 15.04.2019 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

Copy to:

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

(Dr. I. S. Bakshi)

Principal

Ankur... Uttam

9.4.19