



Satyawati College (Evening)

(University of Delhi)

Ashok Vihar, Phase-III, Delhi-110052

November 2, 2018

NOTICE

Sub: Submission of Internal Assessment & Attendance Record of students.

All the teachers are requested to submit the compiled details of Internal Assessment marks of their students in the prescribed proformas, duly signed by Moderation Committee of the respective department. The record should reach administrative office (Room No. 16) positively by 20 November, 2018 through the Teacher-in-charge of their department. The blank proformas can be downloaded from the college website www.satyawatlevedu.ac.in or can be obtained from the college office. All the members of the Moderation Committee (Teacher-in-charge, Preceding Teacher-in-charge & Senior Most Teacher) are also requested to be available in the college for moderation, if required, and their signature on the record of Internal Assessment after due verification. This is essential for timely submission of Internal Assessment record of the university.

The teachers are further requested to submit their Students' attendance record to Mr. Aditya Jain, Senior Technical Assistant (Computer) in Computer Lab of New Academic Block at the earliest after dispersal of the classes.

विजय शंकर

(Dr. Vijay Shankar Mishra)
Principal (Acting)

Teachers' Notice Board

For circulation among the teachers

Satyawati College (Evening)

Ashok Vihar: Delhi-110052

SUBMISSION OF INTERNAL ASSESSMENT RECORD OF SEMESTERS I, III & V – 2018-19

I am submitting herewith the INTERNAL ASSESSMENT RECORD in respect of all the classes taught by me during the Semesters I, III & V, as per the details given below:

Class (with Semester)	Section	Subject/Paper	No. of Sheets of the prescribed proforma (Attached)

Total Sheets: _____

Signature: _____

Name of the Teacher: _____

Department: _____

Date: ____/____/ 2018

Note: Teachers are advised to keep a copy of their record of Internal Assessment.

Acknowledgement

Received the above record – Total Sheets: _____

Dealing Assistant

Satyawati College (Evening)

Ashok Vihar: Delhi-110052

SUBMISSION OF STUDENTS' ATTENDANCE RECORD FOR THE

MONTH OF: _____ - 2018

I am submitting herewith the ATTENDANCE RECORD in respect of all the classes taught by me during the period mentioned above, as per the details given below:

<i>Class (with Semester)</i>	<i>Section</i>	<i>Subject/Paper</i>	<i>No. of Sheets (Attached)</i>

Total Sheets: _____

Signature: _____

Name of the Teacher: _____

Department: _____

Date: _____

Acknowledgement

To be submitted in Computer Lab -2 (New Building)

Received attendance record – Total Sheets: _____

Date: _____

Received by: _____

Teacher Name: _____