



सत्यवती कॉलेज (सांध्य)  
**Satyawati College (Evening)**  
अशोक विहार फेज-३ दिल्ली - ११००५२  
**Ashok Vihar Phase-III, Delhi - 110052**  
Website: [www.satyawatievedu.ac.in](http://www.satyawatievedu.ac.in)  
Phone: 011-27213402

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July 18, 2020

**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 II semester students for Academic Session 2021-22 in the prescribed proformas for internal assessments complete in all respect including **University Examination Roll No.**, duly signed by Moderation Committee of the respective department. The record should reach administrative office (Room No. 16) positively by 04 August, 2022 through the Teacher-in-charge of their department. The blank proformas can be downloaded from the college website [www.satyawatievedu.ac.in](http://www.satyawatievedu.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.

**Sd-**  
**(Prof. Vijay Shankar Mishra)**  
**Principal (Officiating)**

**Teachers' Notice Board**

For circulation among the teachers



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**SUBMISSION OF INTERNAL ASSESSMENT RECORD**  
**OF SEMESTERS IV & VI, 2022**

I am submitting herewith the INTERNAL ASSESSMENT RECORD in respect of all the classes taught by me during the Semesters II 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: \_\_\_\_/\_\_\_\_/ 2022

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

**Acknowledgement**

Name of The Teacher: \_\_\_\_\_

Received the above record – Total Sheets: \_\_\_\_\_

**Dealing Assistant**