



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

October 28, 2019

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, 2019 through the Teacher-in-charge of their department. The blank proformas can be downloaded from the college website www.satyawatiedu.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 (Officiating)

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 – 2019

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: ___/___/ 2019

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