



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

March 10, 2021

NOTICE

Sub: Submission of Internal Assessment.

All the teachers are requested to submit the compiled details of Internal Assessment marks of their first semester students in the prescribed proforma, duly signed by Moderation Committee of the respective department. The record should reach administrative office (Room No. 16) positively by 16 March, 2020 through the Teacher-in-charge of their department. The blank proforma can be downloaded from the college website 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.

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(Dr. Vijay Shankar Mishra)
Principal (Officiating)

Teachers' Notice Board

For circulation among the teachers



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SUBMISSION OF INTERNAL ASSESSMENT RECORD

OF SEMESTERS I NOV-DEC 2020

(Examination Scheduled to be held in March/April 2021)

I am submitting herewith the INTERNAL ASSESSMENT RECORD in respect of all the classes taught by me during the Semesters I 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: ____/____/ 2021

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