



# सत्यवती कॉलेज Satyawati College

अशोक विहार, फेज-III, दिल्ली-110052  
ASHOK VIHAR, PHASE-III, DELHI-110052

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**NAAC ACCREDITED "A" GRADE**

SC/ADMN./PA-184/2020  
5<sup>th</sup> November, 2020

## **NOTIFICATION /MOST URGENT**

### **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 pro-forma, duly signed by Moderation Committee of the respective Department. The blank pro-forma in soft copy is attached.*

*The record should reach at Email ID [officeday@satyawati.du.ac.in](mailto:officeday@satyawati.du.ac.in), positively by 3<sup>rd</sup> December, 2020 through the Teacher-in-charge of their department.*

*The teachers are also requested to submit the students' attendance record at Email ID [officeday@satyawati.du.ac.in](mailto:officeday@satyawati.du.ac.in), positively by 3<sup>rd</sup> December, 2020.*

**[Dr. Nirmal Jidnal]  
Acting Principal**

#### **Copy to:**

1. All the teachers
2. College Website
3. Administrative Officer
4. S.O. (Administration)