



Satyawati College

सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

Phone / फोन : 27219570, 27243644

Date...../...../.....

SC/ADMN./606 /2019

13th November, 2019

NOTIFICATION

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 can be obtained from the College Office (Room No.1) or Mr. Satpal Negi, Staff Room.

The record should reach Mr. Arun Giri in Room No.1, positively by 20th November, 2019 through the Teacher-in-charge of their department.

The teachers are also requested to submit the students' attendance record in the College Office (Room No.1) positively by 20th November, 2019.

Manjula Dass

**[Dr.Manjula Dass]
Officiating Principal**

Copy to:

1. All the teachers
2. Notice Board of Staff Room
3. College Website
4. S.O. (Administration)