



Satyawati College

सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

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SC/ADMN./ 103 /2016
April 25, 2016

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).

The record should reach Mr. Sourav Paliwal in the Room No.22, positively by Saturday, 30th April, 2016 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 27th April, 2016.

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)