



Satyawati College सत्यवती कॉलेज

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

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SC/ADMN./ 1516 /2018
November 15, 2018

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. Shashi Bhushan Verma in the Room No.22, positively by Monday, 20th November, 2018 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, 2018.

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)