



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय  
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 ( इंडिया )

## Ram Lal Anand College

University of Delhi

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6<sup>th</sup> Nov 2019

### NOTICE

All **Teachers Incharge** are requested to submit the moderated Internal Assessment Records of the students studying in the semesters **I, III and V** to the college office (Ms. Surbhi) latest by **22<sup>nd</sup> November 2019**.

#### Please Note the following

1. The internal assessment marks are filled against the **examination roll numbers** of the students. You may obtain the list/form of student examination roll numbers from the office for preparing the records.
2. These records should have been **displayed on the notice board** and signed by students.
3. The records submitted should be duly signed by **all members** of **Moderation Committee** of the Department (Constitution of Moderation Committee: Senior most teacher, Teacher Incharge and previous year Teacher Incharge). **Please ensure during Moderation that the paper codes have been correctly filled and total attendance and its percentage is filled along with marks given for attendance**
4. All TICs are also requested to give in **writing names of two teachers along with their phone numbers** from your department for the process of IA data uploading.
5. The Scanned copies of Internal Assessment records submitted by departments will also be displayed on the website for students from 22-27<sup>th</sup> November 2019. Teachers/TICs are requested to kindly inform the students.

**The process of giving benefit of attendance in IA to the students who participated in the activities organized by various societies including Sports, NCC and NSS will be done by the college office and IA monitoring committee. Kindly inform the students to forward their details to college office duly signed by their respective conveners.**

The schedule of data uploading will be informed in the next notice.

*Perna Diwan*

Dr Perna Diwan  
Convener

*Rakesh Kumar Gupta*

Dr Rakesh Kumar Gupta  
Principal