SCHEDULE FOR SUBMISSION OF DATA FOR SEMESTER: AUGUST TO DECEMBER 2020

Data	Details		Last Date
	Cross checking of list by faculty members and reporting discrepancies		**November 25-26, 2020**
Marks	Class Test/ Assignment/ Class Presentations/ Project	Uploading by concerned faculty	December 3, 2020
		Departmental Meetings for Verification of Reports* of uploaded data (online)	December 04, 2020
		Submission of Departmental Monitoring Committee Report Online	December 05, 2020 by 3 p.m.
		Display for the students (on College Website)	December 06, 2020 by 10 a.m.
Students' Grievances		Redressal by concerned faculty	December 06-07, 2020 10 a.m. to 5 p.m.

*** Besides the verification of individual reports by each faculty member, the department is supposed to verify the ERN/URN REPORT (paper - wise for each class) which gives the consolidated data for the whole semester along with the generated marks in that paper.**

Principal