

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