

SISTER NIBEDITA GOVT GENERAL DEGREE COLLEGE FOR GIRLS
HASTINGS HOUSE, ALIPORE
TABULATION SUB COMMITTEE
NOTICE

NOTICE NO. 216/11/2019

DATE:- 26/11/2019

The tabulation subcommittee requests all departments to abide by the following rules and allotted slot for uploading the internal examination marks of semester 3, semester 1 and tutorial/practical marks of semester 3, 2019.

The rules are as follows:-

- 1) The committee will/ have already send the pdf copy of award list of internal examination semester 3, semester 1, 2019 and tutorial/practical of semester 3, 2019 via email either to head of department or any other faculty member of the department (whose email id was available with the committee).
- 2) The respective department will take at least one printout of each award list, fill it up and bring it along with them during online marks entry on the allotted date and slot.
- 3) The members of committee will enter the marks in the portal according to the award list only in presence of any one faculty of the respective department. No change of date and slot schedule will be entertained by the committee.
- 4) If any candidates roll number is missing from the award list then the **blank award list** needs to be filled up by department for the respective candidate(s) and submitted to tabulation sub-committee **(2 copies)**.
- 5) After the completion of entry, the committee will send the statement of marks to the respective department via email. The departments are requested to **take one printout of each statement of marks and submit to tabulation sub-committee duly signed by department in all the sections including responsibility section (leaving only the OIC signature)**.
- 6) The committee will get it signed by OIC of the college and return the signed copy to the department. **The department will preserve the hard copy. No hard copy will be preserved by tabulation subcommittee.**

For any further queries, contact

Dr. Piya Seth

Dr. Soumita Kundu

Trina Chakraborty

Convenor
Tabulation Sub-Committee

Sd/-
Officer in Charge
Sister Nibedita Govt. General Degree College for Girls

Date and time slot for marks entry in college portal for internal assessment, semester3, 2019

Venue – Chemistry Laboratory (G06)

Contact –Dr Soumita Kundu, Dr Piya Seth, Trina Chakraborty

Department	Date	Time
English	02/12/2019 (MONDAY)	11.00 AM – 11.30 AM
Bengali	02/12/2019(MONDAY)	11.30 AM – 12.00 NOON
Sanskrit	02/12/2019(MONDAY)	12.00 NOON – 12.30 PM
Political Science	02/12/2019(MONDAY)	12.30 PM – 1.00 PM
Philosophy	02/12/2019(MONDAY)	1.00 PM – 1.30 PM
Geography	03/12/2019 (TUESDAY)	11.00 AM – 11.30 AM
Economics	03/12/2019(TUESDAY)	11.30 AM – 12.00 NOON
Geology	03/12/2019(TUESDAY)	12.00 NOON – 12.30 PM
Statistics	03/12/2019(TUESDAY)	12.30 PM – 1.00 PM
Mathematics	03/12/2019(TUESDAY)	1.00 PM – 1.30 PM
Computer Science	03/12/2019(TUESDAY)	1.30 PM – 2.00 PM
Physics	04/12/2019(WEDNESDAY)	11.00 AM – 11.30 AM
Physiology	04/12/2019(WEDNESDAY)	11.30 AM – 12.00 NOON
Zoology	04/12/2019(WEDNESDAY)	12.00 NOON – 12.30 PM
Botany	04/12/2019(WEDNESDAY)	12.30 PM – 1.00 PM
Microbiology	04/12/2019(WEDNESDAY)	1.00 PM – 1.30 PM
Food & Nutrition	04/12/2019(WEDNESDAY)	1.30 PM – 2.00 PM
Chemistry	04/12/2019(WEDNESDAY)	2.00 PM – 2.30 PM

**PDF COPY SUBMISSION LAST DATE (1 COPY FOR EACH AWARD LIST, 2 COPY FOR FILLED UP BLANK AWARD LIST)
07/12/2019 (SATURDAY)**

**Convenor
Tabulation Sub-Committee**

**Sd/-
Officer in Charge
Sister Nibedita Govt. General Degree College for Girls**

Date and time slot for marks entry in college portal for internal assessment, semester1, 2019

Venue – Chemistry Laboratory (G06)

Contact –Dr Soumita Kundu, Dr Piya Seth, Trina Chakraborty

Department	Date	Time
English	09/12/2019 (MONDAY)	11.00 AM – 11.30 AM
Bengali	09/12/2019(MONDAY)	11.30 AM – 12.00 NOON
Sanskrit	09/12/2019(MONDAY)	12.00 NOON – 12.30 PM
History	09/12/2019(MONDAY)	12.30 PM – 1.00 PM
Political Science	09/12/2019(MONDAY)	1.00 PM – 1.30 PM
Philosophy	09/12/2019(MONDAY)	1.30 PM – 2.00 PM
Geography	10/12/2019(TUESDAY)	11.00 AM – 11.30 AM
Economics	10/12/2019(TUESDAY)	11.30 AM – 12.00 NOON
Geology	10/12/2019(TUESDAY)	12.00 NOON – 12.30 PM
Statistics	10/12/2019(TUESDAY)	12.30 PM – 1.00 PM
Mathematics	10/12/2019(TUESDAY)	1.00 PM – 1.30 PM
Computer Science	10/12/2019(TUESDAY)	1.30 PM – 2.00 PM
Physics	11/12/2019 (WEDNESDAY)	11.00 AM – 11.30 AM
Physiology	11/12/2019(WEDNESDAY)	11.30 AM – 12.00 NOON
Zoology	11/12/2019(WEDNESDAY)	12.00 NOON – 12.30 PM
Botany	11/12/2019(WEDNESDAY)	12.30 PM – 1.00 PM
Microbiology	11/12/2019(WEDNESDAY)	1.00 PM – 1.30 PM
Food & Nutrition	11/12/2019(WEDNESDAY)	1.30 PM – 2.00 PM
Chemistry	11/12/2019(WEDNESDAY)	2.00 PM – 2.30 PM

**PDF COPY SUBMISSION LAST DATE (1 COPY FOR EACH AWARD LIST, 2 COPY FOR FILLED UP BLANK AWARD LIST)–
12/12/2019 (THURSDAY)**

**Convenor
Tabulation Sub-Committee**

**Sd/-
Officer in Charge
Sister Nibedita Govt. General Degree College for Girls**

Date and time slot for marks entry in college portal for tutorial/ practical, semester 3, 2019

Venue – Chemistry Laboratory (G06)

Contact –Dr Soumita Kundu, Dr Piya Seth, Trina Chakraborty

Department	Date	Time
English	16/12/2019 (MONDAY)	11.00 AM – 11.30 AM
Bengali	16/12/2019(MONDAY)	11.30 AM – 12.00 NOON
Sanskrit	16/12/2019(MONDAY)	12.00 NOON – 12.30 PM
Political Science	16/12/2019(MONDAY)	12.30 PM – 1.00 PM
Philosophy	16/12/2019(MONDAY)	1.00 PM – 1.30 PM
Economics	16/12/2019(MONDAY)	1.30 PM – 2.00 PM
Geology	16/12/2019(MONDAY)	2.00 PM – 2.30 PM
Statistics	16/12/2019(MONDAY)	2.30 PM – 3.00 PM
Microbiology	17/12/2019 (TUESDAY)	11.00 AM – 11.30 AM
Chemistry	17/12/2019(TUESDAY)	11.30 AM – 12.00 NOON
Computer Science	17/12/2019(TUESDAY)	12.00 NOON – 12.30 PM
Physiology	17/12/2019(TUESDAY)	12.30 PM – 1.00 PM
Zoology	17/12/2019(TUESDAY)	1.00 PM – 1.30 PM
Botany	17/12/2019(TUESDAY)	1.30 PM – 2.00 PM
Mathematics	17/12/2019(TUESDAY)	2.00 PM – 2.30 PM
Food & Nutrition	17/12/2019(TUESDAY)	2.30 PM – 3.00 PM
Physics	17/12/2019(TUESDAY)	3.00 PM – 3.30 PM

PDF COPY SUBMISSION LAST DATE (1 COPY FOR EACH AWARD LIST, 2 COPY FOR FILLED UP BLANK AWARD LIST) – 18/12/2019 (WEDNESDAY)

**Convenor
Tabulation Sub-Committee**

**Sd/-
Officer in Charge
Sister Nibedita Govt. General Degree College for Girls**