

Sister Nibedita Govt. General Degree College for Girls
Hastings House, Alipore

Notice

Notice No: 85

Date: 06/07/2020

All departments are required to fill in the pdf files of the award list (sent previously) and mail it back to tabulationsnggdcg@gmail.com positively by 08/07/2020 3 pm duly signed by the head of department with date.

The following points are to be remembered :-

- a) Please round off the marks to the next whole integer as CU exam portal doesn't accept any fractional marks.
- b) If any student didn't appear for the examination, write AB in the marks obtained column.
- c) Please do not send the award list to any committee members' personal email id.
- d) Tabulation committee will just enter marks from the signed pdf copy of the award list as received from the department, hence any error arising out of calculation will be sole responsibility of the respective department.
- e) The award list should be filled up in the format as emailed to the respective department. Marks of Every module/unit should be given as mentioned in the pdf file
- f) Filled in pdf copy of award list should be duly signed by the head of department with date (and seal if possible) and should be sent from the same email id where the award list was forwarded by tabulation sub-committee.
- g) All departments are required to preserve the answer scripts of test examination until further order.

Tina Chakraborty
06/07/2020

Sd/-
(Dr. Sebanti Bhattacharya)
Officer-in-Charge
Sister Nibedita Govt. General Degree College for Girls
Hastings House, Alipore, Kolkata – 27

Convenor
Tabulation Sub-Committee
SNGGDCG