

# Midnapore College (Autonomous)

## Notice

Date: 03.01.2023

All Heads/Coordinators of UG Departments are requested to **complete the works of practical and tutorial evaluation of practical and tutorial components of Generic Elective papers Semesters – I & III, 2022**, examination of which was completed on 24<sup>th</sup> December, 2022.

They are also required to **collect blank award slips from the Controller's Section** and submit the **filled in award slips with evaluated practical answer scripts/home-assignment scripts with particular attachments noted below within 10.01.2023 positively**. Evaluated Home assignments are to be submitted with Examiner's & Head Examiner's signature. Heads/Coordinators of the lab-based departments may complete the work in the Controller's Section after evaluation and scrutinization from the Departments. **No award slip or evaluated scripts will be accepted without essential documents mentioned below.**

**Attached documents for Practical Papers during submission of Evaluated Scripts (packed with proper top-sheet) \***

1. Examinees' Signature Sheets of Practical Examination
2. Filled in Award slips
3. **Key books/Worksheets with all break-ups of total marks awarded**

**Attached documents for Tutorial Papers during submission of Evaluated Scripts \***

1. Examinees' Signature Sheets of Tutorial Presentation & Viva Examination
2. Filled in Award slips
3. **Worksheet with all break-ups of total marks awarded including averaging sheets of examiners of presentation & viva session.**

\* These attachments are common format for submission of all (Core, DSE, Generic, DSC) Practical & Tutorial Examinations as per exiting College guidelines for examinations.

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Principal

Midnapore College (Autonomous)

Principal  
MIDNAPORE COLLEGE  
(AUTONOMOUS)  
MIDNAPORE

Copy to

1. Principal's Notice Book
2. All Heads & Coordinators
3. Controller's Section

