

Policy for the Coordination of Internal Assessment Tests and Assignment Submission

Sl No.	Criteria	Description
1	IAT1	Exam mark entry will be opened from the first day of IAT1
		It should be completed within 10 days after the last exam.
2	IAT1 Retest Application	To be submitted within five working days after their last exam.
		Last date will be intimated along with the timetable.
3	IAT1 Retest	It is to be completed within 10 working days after their last exam.
		Last date will be intimated along with the timetable.
4	IAT1 Retest Mark entry	It will be opened for two working days .
		Date will be intimated along with the timetable.
5	IAT2	Exam mark entry is opened from the first day of IAT2
		It should be completed within 10 days after the last exam.
6	IAT2 Retest Application	To be submitted within five working days after their last exam.
		Last date will be intimated along with the timetable.
7	Retest	It is to be completed within 10 working days after their last exam.
		Last date will be intimated along with the timetable.
8	Retest Mark Entry	It will be opened for two working days .
		Date will be intimated along with the timetable.
9	Assignment	Mark entry will be opened till the mark entry of the IAT2 Retest
		Date will be intimated along with the timetable.
10	Form A	Date of Publication of the same by the respective teacher will be intimated along with the IAT2 timetable.
11	Form A Data Correction	Date will be intimated along with the IAT2 Timetable.
12	Form B	Date of Publication of the same by the respective will be intimated along with the IAT2 timetable.
13	Form B Correction	It should be intimated in the office and will be done from the office for which the date will be intimated along with the IAT2 timetable.

NB: Any Special case require prior permission from the principal (Follow the path way of communication BC->HoD->Principal) and is to be well intimated to the course teacher.



PRINCIPAL

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