

STEPS FOR TAKING CLEARANCE

STEP 1: Go to respective room number and collect your IA record.

STEP 2 : Take the attendance clearance

- (a) **If the status is clear** : Get it signed on the IA sheet and collect your admit card from the administrative block by showing your IA sheet.
- (b) **In case of Bond:** Take the bond form from the respective room no. Read carefully and sign in the presence of the teacher. Then the teacher will write on the IA sheet (**Bond form filled in my presence and sign**), then go to the administration block and collect the admit card by showing your IA Sheet.
- (c) **If status is Meet IA Committee:** Go to the staff room.

STEP3: Check your admit card and IA record carefully.

- Sign your admit card
- Discrepancy if any in the **IA record**, must be reported to the teacher concerned **on the same day** by filling the grievance form available with the photocopier. Get your grievance solved by the teacher and submit the same in the B.com lab, failing which their discrepancy shall not be entertained later.
- Discrepancy if any in the **Admit Card**, must be reported in the administration.
- Discrepancy if any in the **Attendance** for the months of **Oct-Nov** must be reported to the subject teacher **on the same day**.

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