

**Department of Commerce & Business Management
Faculty of Commerce & Management**

NOTICE

Date: 22.05.2019

Reg: Copy Showing between 27.05.2019 to 29.05.2019

Dear Faculty Members,

Schedule for showing End Semester (Even) Examination, 2018-19, answer copies by the subject teachers is between May 27-29, 2019. The faculty members may collect their copies from the examination section on 24.05.2019 between 2:00 PM to 2:30PM. Attached are the following:

1. Schedule for copy showing by the departments.
2. Proforma for collecting student's attendance and response.

Kindly use above attached proforma for copy showing. Student's attendance/response record and answer copies should be submitted to Examination Section by May 30, 2019 positively.

You are also kindly requested to finish your evaluation as soon as possible so that maximum subjects can be shown.

The Class coordinators will coordinate copy showing and subject teachers will take the copies from examination and handover to the class coordinators. After showing, the subject teachers will collect the copies from coordinators and submit in the examination.

Thanks and regards,

(Dr. S.S. Mazhar)

Head