

HANDING / TAKING OVER NOTES

(To be given by faculty at the time of leaving the institution)

Name :

Designation :

Department :

Subject-wise Status

S. No.	Subject Code	% Syllabus Covered	Unit Covered	Quizzes Held	Marks Submitted	Assignments Given	Marks Submitted	Attendance Submitted up to	Internal Assessment (Yes / No)
1									
2									
3									
4									
5									

Have all the running attendance register been handed over for above subjects? Yes / No

Handing Over of Lesson Plans

S. No.	Subject	Handed Over To	Signature of Receiver
1			
2			
3			
4			
5			

Handed Over by:

Name :

Date :

Taken Over by:

Name

Date :

Counter Signed by HOD

Course-Coordinators Duties (if applicable)

(a) To whom has the course file been handed over?

Name :

(b) Have you also handed over student's records & application?

Handed Over by:

Taken Over by:

Counter Signed by HOD