

**Vartak Model School**  
**CIRCULAR**

VMS/2024/03/GEN/24

Dated : 13/09/2024

Dear Teachers,

**PTM for HALF YEARLY EXAMINATION** will be held on **8<sup>th</sup> Oct 2024**. Kindly note important points in compiling result.

- Answer sheets should be properly rechecked by other teachers and signed.
- **Completion of rechecking** of answer sheets by **3<sup>rd</sup> Oct 2024**.
- **Submission of Mark List** (Excel Sheet) of Half Yearly Examination by the subject teacher to the class teacher by **4<sup>th</sup> Oct 2024** and by the class teacher to the coordinator by **5<sup>th</sup> Oct 2024**.
- Name of the student should be Roll No. Wise.
- Mark absentees with 'Ab'.
- Spelling mistakes and number calculations should be avoided.
- **Report card** should be submitted by **7<sup>th</sup> Oct 2024**.

Kindly note the assessment criteria for Half Yearly Examination :

**(For Class Teachers)**

S.N.	Name of Student	ENGLISH		HINDI		MATHS		EVS		GK		COMPUTER		ASS		A/C Marks /Grade
		T1 100	WT 80	T1 100	WT 80	T1 100	WT 80	T1 100	WT 80	T1 100	WT 80	T1 100	WT 80	T1 100	WT 80	
1																
2																
3																
4																

Thank you

(Mrs Jonali Talukdar Sarmah)

Principal

Vartak Model School