

Reference No COO OFFICE/2024/0010
Dehradun: Date: 20/03/2024

कार्यालय आदेश (Office Order)

This is to inform all teaching staff of BFIT and GNC College students, that the 1st internal examination 2024 for the current academic term is scheduled to take place on March 27, 2024.

The Executive Committee has decided that each teaching staff member shall be responsible for sending two sets of question papers, based on 50% of the syllabus covered, to the following email addresses:

- For BFIT College internal examination: send to ceooffice@bfit.edu.in
- For GNC College internal examination: send to ceooffice@gnc.edu.in

The question paper should be as per the given format which is available under circular section on ERP Portal.

Additionally, along with the question papers, teaching staff members are required to submit the syllabus completion report. The format for the syllabus completion report is as follows:

Name of staff & designation Department:

S.No.	Class/Sem	Subject/Paper	Total Unit	Complete Unit	Percentage of Syllabus	Remarks

The deadline for the submission of question papers is March 22, 2024. It is mandatory to upload all the aforementioned updates, including question papers, syllabus completion reports, and any other related information, on the ERP portal.

Furthermore, Dr. Rakesh Negi (ACOE) is instructed to ensure that adequate preparations are made for the examination well before the deadline and oversee the preparation process and ensure that all necessary arrangements are in place.

Mrs. Vineet Arora
COO

Date: 20/03/2024

COPY TO: For Kind information and necessary action please.

1. Honorable CEO Sir
2. C.S.O. Sir
3. HAS
4. Principal
5. H.A.S. Madam
6. Controller of Examination
7. Dean Research & Development
8. HR Office
9. Department Heads

(आज्ञा से)
Office of COO