



S.N.S. VIDYAPEETH

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OFFICE ORDER

All **Heads of Departments (HODs)** of all branches are hereby instructed to ensure that the faculty members of their respective departments share the following study materials with students of every semester and session:

- **Subject-wise Notes**
- **Subject-wise Lab Materials**
- **Assignments**
- **Term Work**
- **Project Reports**

Further, each department shall prepare a **status report** for every semester, indicating the submission status of Lab Copies, Term Work, Assignments, and Project Reports of all students. This will help in easy tracking and marking of submissions made by students.

All faculty members are required to maintain **subject-wise status reports** and regularly update the submission records. The compiled reports must be submitted to the respective Head of Department.

All HODs must ensure strict compliance with this order.

Principal

Principal in-charge
S.N.S. VIDYAPEETH
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