



# Sriram Institute of Professional and Vocational Studies

## CLEARANCE FORM

Date \_\_\_\_\_

### To be filled by Student/ Spelling should be accurate as per 10<sup>th</sup> & 12<sup>th</sup> Certificate

Student Name \_\_\_\_\_

Batch Timing \_\_\_\_\_

Father's Name \_\_\_\_\_

Course \_\_\_\_\_

Roll No \_\_\_\_\_

Date of Admission \_\_/\_\_/\_\_

### To be filled by Subject Teacher:

All Topics Covered Yes/NO

All Exams Given: Yes/No

All Subjects Cleared Yes/No

Attendance Percentage: \_\_\_\_%

Behavior towards the Faculty and Members of the Institute: Average/Good/V.Good/Excellent

Behavior towards batch mates: Average/Good/V.Good/Excellent

Maintaining Discipline: Average/Good/V.Good/Excellent

Faculty Sign: \_\_\_\_\_

### To be filled by Accounts Department:

Fee Completed Yes/No

All Fine Paid Yes/No

Any dues: Specify \_\_\_\_\_

Auth. Sign: \_\_\_\_\_

### To be filled by Administrative Department:

Just Dial Rating Done/ Not Done

Google+ Review Done/ Not Done

Self-Attendance punching on Attendance machine Average/Good/V.Good/Excellent

DOJ \_\_/\_\_/\_\_

DOC \_\_/\_\_/\_\_

Auth. Sign: \_\_\_\_\_

### To be filled by Librarian:

All the issued Books are deposited back Yes/No

All Book fine paid Yes/No

Auth. Sign: \_\_\_\_\_

Overall Grade: \_\_\_\_\_

Moral character: Average/Good/V.Good/Excellent

**To be filled by Examination In charge:**

<u>Stenography 1<sup>st</sup> Semester</u>			
Subject	Internal	External	Total
Shorthand th			
Off management module 1			
Computer application			
Typing 20-30			

<u>Stenography 2<sup>nd</sup> Semester</u>			
Subject	Internal	External	Total
Shorthand pr 80-100 wpm			
Office management m2			
Computer application			
Secretarial practice			
Typing 30-40			

<u>Stenography 3<sup>rd</sup> Semester</u>			
Subject	Internal	External	Total
Shorthand pr 100-120 Wpm			
Office management m3			
Computer application			
Secretarial practice m2			
Typing 40-50			

<u>Stenography 4<sup>th</sup> Semester</u>			
Subject	Internal	External	Total
Shorthand Pr 120-140 Wpm			
Typing 50+			

Subject	Internal	External	Total

Subject	Internal	External	Total

50% marks will be considered from final examination marks in Diploma  
 Total Academics marks     /     Percentage      (marks/Total Marks X 100)  
 Class Test:     /10  
 Behavior towards the Faculty Members:     /10  
 Self Attendance:     /10  
 Attendance%:     /5  
 Behavior towards batch mates:     /5  
 Discipline:     /5  
 Moral Character:     /5

85%	Excellent
75-84%	V.Good
60-74%	Good
50-59%	Fair
50% Below	Fail

Overall Percentage:                     

Grade awarded                     

Director/Principal Sign