



CIRCULAR

Sub : **Regarding incorrect entry of internal examination marks**

All faculty members are hereby informed to enter internal evaluation marks very carefully in marks entry module. Having submitted the marks to the University office, if a case of change of marks arises with justifiable reason, the faculty member can apply to the University in prescribed format attached herewith this circular.

- Controller of Examinations.

To,

- i) The Principal/Directors of Institutes with a request to notify the contents of the information to the faculty members.

Submitted to:

- i) The Provost
- ii) The Registrar

**Regarding incorrect entry of internal examination marks**

Date of Application: _____

Name of Institute: _____

Name of Faculty member: _____

Subject Name, Code: _____

Description:

Enrollment no. of Student	Name of Student	Subject name, code	Marks submitted	New marks	Any special remark

Faculty Member's Remarks: _____

Signature

Department Head's Remarks: _____

Sign, Stamp

Principal's Remarks: _____

Sign, Stamp

Dean's Remarks: _____

With respect, forwarded to University Office for necessary action

Sign, Stamp

The Registrar, Parul University _____

The Provost, Parul University _____