



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 correction of marks:

Application Dt: _____

Internal Marks:	University Exam Marks:
() Theory Marks () Practical Marks	() Theory Marks () Practical Marks

Institute Name: _____

Faculty member Name: _____ MIS Id: _____

Head of Department Name: _____ MIS Id: _____

Subject Name & Code: _____

University Exam Name: _____ Result Declaration Date: _____

Enrolment no. of Student	Name of Student	Old marks	New marks	Any special remark

Faculty Member's Justification with relevant supporting proof: _____

 _____ Sign: _____

Department Head's Remarks: _____
 _____ Sign, Stamp: _____

Principal's Remarks: _____
 _____ Sign, Stamp: _____

Dean's Remarks: _____
 _____ Sign, Stamp: _____

With respect, forwarded to University office for necessary action

Remarks of the COE: _____
 _____ Sign _____

Remarks of the Registrar: _____
 _____ Sign _____

Remarks of the Provost: _____
 _____ Sign _____