

## NOTICE

### Mark sheet Distribution

All students are hereby informed that the term-end mark sheets will be issued as per the displayed time schedule. In such cases where a student is unable to collect the mark sheet with a valid reason, they can collect it from the examination department on the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month.

No request will be entertained for mark sheet issuance during the week. All the students are advised to collect the mark sheets on regular basis as per the time schedule to avoid any difficulty.



**Controller of Examination**



CC To:

1. Provost Office
2. Registrar Office
3. Director Academics
4. Principal (All Schools)
5. Accounts Section
6. Student Section
7. Examination File For Records