

Forwarding of Internal Assessment Marks- Guide lines

- a) The Internal Assessment marks are to be forwarded in the prescribed form (see Web site).
- b) Reg. No. in the statement should be written in Red Ink.
- c) The entries of name of students must be in the serial order of Reg. No.
- d) The serial order of subject in the statement must be in the serial order of subjects in the mark list. Code No. of subjects also should be noted along with the name of the subject in all sheets of the statement.
- e) Maximum marks allotted for Internal of each subject must be confirmed from the curriculum and the same should be noted in the statement.
- f) There should not be any zero marks or blank column against any subject. Also there shall not be any icons like “-.” in the place of marks. If there is any such cases, reason also must be stated therein.
- g) Total marks should invariably be furnished against each.
- h) Marks of those students who has not registered and those who are to be repeated in the same class due to shortage of attendance (attendance below 65%) need not be forwarded.
- i) Internal marks of all those who appear for the first time should be forwarded (even if they belong to another batch- consequent to cancellation of regular appearance or similar reasons).
- j) The Internal Assessment marks should be published in the institution sufficient early before sending the same to this office.
- k) Care should be taken to normalize the marks of each student (in such a way as not to exceed 80%/ class average) before publishing the same (This is to be confirmed).
- l) The HOD or Group Tutor or the Staff concerned should sign the statement before endorsing the signature of the Principal.
- m) The Internal Assessment marks should be forwarded to this office early before the commencement of each semester Examinations both in CD and Hard copy in the prescribed Form.