



No. 9377 /E.C-III

Dated 11.11.22

To,
The H.O.Ds non-autonomous P.G. Departments, Sambalpur University/ The Principals of Colleges
having P.G. Courses

Sub: Online Submission of Internal & Practical marks of P.G. Semester Examinations.

Madam/Sir,

I am to inform you that, the following instruction may be followed for online submission of internal & practical marks.

1. The web portal will be opened for entry of Internal/Practical/project marks of any Semester on the day of start of theory examination of the same and will remain open till 12 mid-night of 07 days beyond the last date of theory examination of the same Semester(e.g. for Examination held from 12th January to 20th January, web portal will remain open to 12 mid-night of 27th January).
2. The marks of a particular paper can't be submitted, if some of the mark boxes are left blank.
3. Absentees if any will be marked as AB by the Colleges or non-autonomous P.G. Departments, Sambalpur University during posting of marks.
4. After due date the Internal/Practical/project marks will not be received either by email or by hand/post .
5. If the Colleges or non-autonomous P.G. Departments, Sambalpur University fails to upload these marks in time, their results can't be processed completely. Moreover results will be marked as Non-submission of marks by colleges/ non-autonomous P.G. Departments, Sambalpur University

This will be a standard procedure and fixed for all P.G. Semester Examinations. No further letter/ notification is required to be issued in this regard in future.

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11/11/22

CONTROLLER OF EXAMINATIONS

Memo. No. 9377 / E.C.-III

Dated: 11.11.22

Copy forwarded for information & necessary action to:

1. The Controller of Examinations/ Asst. Controller of Examinations/ A.R. Examinations/ Secretary to Vice-Chancellor, Sambalpur University.
2. P.A. to Registrar, Sambalpur University.
3. Section Officer, E.G-III, EC-V, / E-Gov., Nodal Centre, Sambalpur University.

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