



## **CIRCULAR** **Enter and lock the mid and internal marks**

All the MBA/MBA(PART TIME)/MBA(Integrated)/MAM/MTM/MPM institutes are hereby informed to strictly follow the below schedule to enter and lock the MID(M) & Internal (I) Winter 2018 Examination marks.

The institutes and students can also view and verify the entered marks of such examination till the below notified dates for respective semester.

➤ **Schedule:-**

Sr.No	Particular	Starting Date to Enter	Last Date to Enter and Lock	Dates for Viewing Marks by Students	Last Date to Update & Relock by Institutes
01	MBA/MBA(Part Time) All Semesters (Reg./Rem)	01 <sup>st</sup> Dec 2018	26 <sup>th</sup> Dec 2018	27 <sup>th</sup> & 28 <sup>th</sup> Dec 2018	29 <sup>th</sup> Dec 2018
02	MBA(integrated)/MAM All Semesters (Reg./Rem)	01 <sup>st</sup> Dec 2018	26 <sup>th</sup> Dec 2018	27 <sup>th</sup> & 28 <sup>th</sup> Dec 2018	29 <sup>th</sup> Dec 2018
03	MTM All Semesters (Reg./Rem)	01 <sup>st</sup> Dec 2018	26 <sup>th</sup> Dec 2018	27 <sup>th</sup> & 28 <sup>th</sup> Dec 2018	29 <sup>th</sup> Dec 2018

### **IMPORTANT NOTE**

- 1) If the college fails to upload the marks in within stipulated time, the query will not be considered.
- 2) Please verify subject code of student, in case of any mismatch or doubt contact immediately to GTU on respective Course email Id ([MBA-mba@gtu.edu.in](mailto:MBA-mba@gtu.edu.in), [I-MBA-intcourse@gtu.edu.in](mailto:I-MBA-intcourse@gtu.edu.in))
- 3) For technical query (lock/unlock marks) are advise to contact on [mentry@gtu.edu.in](mailto:mentry@gtu.edu.in) .
- 4) All institute must verify the marks of each student before locking the marks .the marks will not be updated once it is locked.
- 5) After the marks are locked, institute may download PDF file of all subjects and keep copy for reference.

S/D  
Controller of Examination (I/C)