



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

All the MBA institutes are hereby informed to strictly follow the below schedule to enter and lock the MID(M) & Internal(I) Winter 2019 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	B.VOC Sem1	5 th Feb 2020	12 st Feb 2020	13 th & 14 th Feb 2020	15 th Feb 2020

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
- 3) For technical query (lock/unlock marks) are advised to contact on 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.

Sd/
C.O.E(I/c)