



Ref. No. :

Date :

Ref. No : COE/MAKAUT/EXAM/EVEN/01/2019

Date: 06/06/2019

**To,  
The Director/ Principal/ Officer-in-charge**

**Subject: Guidelines & Date of submission of Internal Marks**

**Dear Sir /Madam,**

**The date of online submission for pending / missing / correction of internal marks can now be submitted through excel format for "internal marks submission" till 10<sup>th</sup> June 2019.**

**The details guidelines of which are as given below**

1. Please download the excel file format given in the Members area -> Continuous Evaluation -> Missing Internal Marks Entry and Upload and use it to input the missing marks of the students.
2. Please use the format 'missing\_mark\_format304060100.xlsx' for marks entry out of 30, 40, 60 and 100 marks respectively.

**The departments of University will use the format**

**"missing\_mark\_format\_univ.xls" for entry of marks out of 15, 35, 200, 300, 350 respectively.**

3. Please put Roll no and Registration no of only those students whose marks have not been uploaded/need correction/missing in the portal.
4. All the information to be uploaded at one go. Avoid Partial upload as it will erase the previous uploaded data, if any through Excel format.
5. Do not make any changes in the Excel Format.
6. Do not make any changes in the semcode and marks distribution list.
7. Please upload this file after completion from Members Area.
8. The excel format must be submitted by 10/06/2019 without fail.
9. The print copy of the online marks and excel format marks need to be submitted by the college by 14/06/2019.

**10.NO INTERNAL MARKS WILL BE ACCEPTED AFTER THE DUE DATE.**

**Sd/-  
(Controller of Examinations)**