

Circular/Exams/2025-26/012

Date: 23-10-2025

**EXAMINATION BRANCH
CIRCULAR**

Subject: Collection of Marks Cards (Memos)– Reg.

This is to inform all students who have successfully passed their examinations that you are required to collect your marks cards (memos) within three (3) months from the date of completion of your exams.

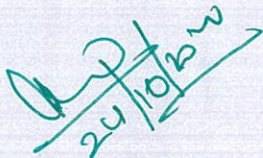
- If marks cards are not collected within the stipulated three months, a penalty of Rs. 10 per month will be charged for each marks card.
- Please ensure timely collection to avoid any penalty.
- Please ensure you carry a valid ID for Verification during collection.


Controller of Examinations

Copy to:

Copy submitted to Secretary Sir,

Copy to: All HOD's


PRINCIPAL