

Circular/Exams/2026-27/002

Date: 14-08-2026

EXAMINATION BRANCH

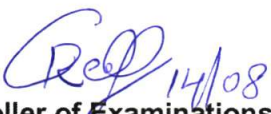
**CIRCULAR
(Reminder)**

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

This is to inform all students that, after the publication of the results of their respective examinations, they are required to collect their **Marks Cards (Memos)** within **three (3) months** from the date of publication of the results.

- If the Marks Cards are not collected within the stipulated period of three months, a **penalty of Rs. 10/- per month for each Marks Card** will be charged.
- Students are advised to collect their Marks Cards within the prescribed time to avoid any penalty.
- Students must carry a **valid ID proof** for verification at the time of collection.

All students are requested to take note of the above instructions and comply accordingly.


Controller of Examinations


PRINCIPAL

Copy to: All HOD's

MECH	ECE	EEE	CSE	CSD/C	CSIT	IT	AERO	H & S	MBA	ADMIN

1. Dean

2. Office File