



No: PU/EXAM/Circular/5

Date: 19/Apr./2016

CIRCULAR

Sub.: Regarding Maintaining Register for issuing Grade Report at Institute Level

The semester grade reports for the degree programme are once ready for distribution; the Head of Institutes/Directors will arrange to collect grade reports from University office. Having received the grade reports the Head of Institute/Director may please ensure that the nominated Mentors as per the mentor policy distribute grade reports to the students, with students' acknowledgement in register which the mentors will necessarily maintain.

The Institute Head/Director will produce the register as and when asked or inquired by the University officials.

- **CoE.**

To,

- i) The Principal/Directors of Institutes with a request to ensure that the Mentors are made aware of the content of the circular.
- ii) The Mentors of respective institute/college.
- iii) Students Section at institute/college.

Copy submitted to,

- i) The Provost.