



डॉ.हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)

(केन्द्रीय विश्वविद्यालय)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

(A Central University)

No./Exam./2025/ 6971

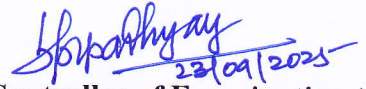
23 Sept., 2025

## **OFFICE ORDER**

**Sub:- Timely and Accurate Submission of Mid-Term and Viva-Voce/ Practical Marks.**

Accurate and prompt submission of Mid-Term and Viva-Voce/ Practical Marks is crucial for the smooth conduct of examinations and declaration of Results. Delay in submission of marks can lead to delays in the declaration of results, which may impact students' academic progress and future opportunities. Hence, all the Faculty Members are requested to note the following:

1. Ensure that Mid-Term and Viva-Voce/ Practical Marks are submitted within the stipulated deadline provided by the Examination Section.
2. Verify the Marks carefully before submission to avoid any errors or discrepancies.
3. Marks for all students who appeared in the Mid-Term and Viva-Voce/Practical Examinations are submitted, and no student is left out.

  
(Controller of Examinations)

### **Copy for information and necessary action to:-**

1. All Deans of Schools.
2. All Heads of the Department – **with a request to double-check the accuracy of marks and students before submission to the Examination Section.**
3. All Faculty Members.
4. PA to Registrar.
5. PA to VC - for information of Hon'ble VC please.
6. Guard File.

  
(Deputy Registrar, Examinations)