



S.N.S. VIDYAPEETH

Raghunathpur, Motihari, East Champaran, Bihar-845437

Approved by All India Council of Technical Education (AICTE), New Delhi
Affiliated to State Board of Technical Education (SBTE), Patna, Bihar

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OFFICE OF THE PRINCIPAL

Office Order

To:

The Controller of Examination, Assistant Controller of Examination, Exam Coordinators, and all Faculty Members associated with Examination Work

Subject: Entry, Verification, and Release of Board Mark Sheets

It is hereby informed that the mark sheets received from the Board are now available in the Examination Section. All concerned officials, including the Controller of Examination, Assistant Controller of Examination, Exam Coordinators, and faculty members involved in examination-related activities, are directed to undertake the entry and verification of marks for students of all semesters and all branches.

The data entry process must be carried out carefully and accurately. After completion of the entry and verification process, the mark sheets should be released to the concerned students in accordance with the prescribed procedure.

All concerned are instructed to treat this work as a matter of priority and ensure its completion at the earliest so that no inconvenience is caused to the students.

Your cooperation and prompt action in this regard will be highly appreciated.

Copy to:

- Chairman
- Controller of Examination – for necessary action.
- Assistant Controller of Examination – for necessary action.
- All Exam Coordinators – for necessary action.
- 4. Office Record.

Principal
Principal In-charge
S. N. S. Vidyapeeth

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