

GOVERNMENT OF PUDUCHERRY
Kanchi Mamunivar Govt. Institute for Postgraduate Studies and Research (Autonomous)
Puducherry

No: KMGIPSR /COE/2026/29/1098

Puducherry, 13/10/2026

To

The Heads of Departments
KMGIPSR, Puducherry

Respected Madam/Sir,

Sub: Submission of Continuous Internal Assessment (CIA) Marks – Reg.

All Heads of Departments are hereby requested to submit the Continuous Internal Assessment (CIA) marks for the **Third Semester on or before 13 November 2026** and for the **First Semester on or before 3 December 2026**.

In this regard, the following instructions shall be adhered to

1. **Preparation and Publication of Provisional Marks:** The Heads of Departments shall ensure that provisional CIA marks are prepared and communicated to the students concerned. Students shall be given an opportunity to review their marks and raise any grievances. Representations submitted by genuine candidates shall be examined fairly and addressed appropriately before the internal marks are finalized and published.
2. **Submission of Hard Copy:** A hard copy of the CIA mark statement, indicating the Total Marks secured by each candidate out of 40, shall be submitted to the Office of the Controller of Examinations. The mark statement must be duly signed by the concerned faculty member and the Head of the Department.
3. **Maintenance of Records:** Each department shall maintain component-wise details of the marks secured by every candidate, along with all relevant supporting documents and documentary evidence, to facilitate verification and address any queries that may arise subsequently.

All Heads of Departments are requested to ensure timely submission of the CIA marks and strict compliance with the above instructions.

Thanking You,

- Copy to 1) Office
2) Notice Board
3) Website


(Dr. Sasi Kanta Dash)
DIRECTOR