

CIRCULAR

You are requested to follow the following procedure for effecting corrections which was happened in the case of internal marks and practical marks even after verification and approval from your end

1. Take a copy of the printout of uploaded marks (You should have already taken a print out immediately after uploading the internal/ practical marks) which is kept with you
2. Make the corrections in that printout itself so that it should be clear and legible
3. Write the remarks against those corrections itself. The remarks should be such that it should convey the matter clearly.
4. Attest the remarks by staff concerned, HOS and counter sign it by the principal.
5. Send it with a request letter to Joint Controller in the named cover of ACTE ( At present the address is **Mohammed Azeer A. K., Assistant Controller, Office of the Controller of Technical Examinations, Kaimanam, TVPM-695040**)

(Sd/-)  
**Controller of Technical Examinations**

*Copy to*

*All institutions (Principals are requested to circulate the instructions to all staff members)*