

**SIGMA UNIVERSITY**  
**Office of the Controller of Examinations**

Ref.: SU/ES/Circular/2023-24/02

December 26, 2023

**Circular No. ES/2023-24/02**

**Sub: Winter 2023 Semester End Examinations – Schedule for Submission of Continuous Internal Assessment (CIA) Marks on e-Governance Portal**

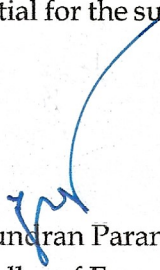
**Applicable courses:** Diploma Engg., B. Tech, M. Tech, B. Pharm, M. Pharm, B.Sc. (IT), M. Sc. (IT), BCA, MCA, iMCA, B. Sc., M. Sc., B. Com (Hons.), D. Design, B. Design, M. Design, BBA (HM), DHTM, BHTM, DAHM, BSW, MSW, BBA, MBA, iMBA, B.A, M. A, and DHSI

In an ongoing effort to streamline our academic processes and maintain accurate and timely records, we are initiating the process for the submission of Continuous Internal Assessment (CIA) marks for the current academic session.

**Instructions to Faculties/Institutes:**

1. All faculties are required to enter the Continuous Internal Assessment (CIA) marks on the Sigma University e-Governance portal.
2. The portal will be open for entries from January 16, 2024, to January 19, 2024.
3. Faculties/Institutes are requested to ensure that the Continuous Internal Assessment (CIA) marks entered are accurate and verified. Any discrepancies must be addressed promptly.
4. For queries regarding the portal, please contact the coordinator of e-Governance Portal.

This initiative is a crucial step towards enhancing the efficiency and transparency of our assessment procedures. Your adherence to the specified timeline is essential for the successful implementation of this process.

  
Prof. Poongundran Paranthaman  
Controller of Examinations  
**Controller of Examinations**  
**Sigma University, Vadodara**

**To: All Deans, Heads of Departments and Faculty Members of Sigma University.**

**Copy to: Hon. President, Hon. Vice President, Hon. Managing Director, Hon. Provost (Vice Chancellor), Hon. Pro-Vice Chancellor, Registrar, Dy. Registrar, Assistant Registrar (Academics), Coordinator/s – e-Governance, Accounts Section and Circular file for record.**