



**CONTROLLER OF EXAMINATIONS
PALAMURU UNIVERSITY**
(Accredited by NAAC with 'B' Grade)
MAHABUBNAGAR-509001.

No.472/PG/Semester/Internal/Exams/2026

Date: 28-01-2026

CIRCULAR

All P.G. College Principals are hereby informed to upload the internal marks of **PG/M.B.A./M.C.A. I-Semester for the academic year 2025-26.**

1. Internal marks uploading logins will be open from **January 31, 2026**, to **February 7, 2026**.
2. Absent should be noted as "AB".
3. Principal(s)/ Heads of the departments will be held responsible for all the entries made on the award lists and for all the Internal examinations held at their colleges/ Departments.
4. The internal pattern for the Academic year 2025-26 is as follows:

Assessment	Component	Details	Marks
1 st Internal Assessment	Assignment	Assignment on the prescribed topic	5
2 nd Internal Assessment	Written Test	Section-A:10 MCQs (1/2 Mark each) Section-B:10 Fill in the blanks (1/2 Mark each), Section-C: 5 Short answer questions (1 Mark each)	15
3 rd Internal Assessment	Report Writing/ Book Review/ Article Review/ Reflective Journal/ Seminar	Any one component as per the teacher's instruction	5
4 th Internal Assessment	Written Test	Section-A:10 MCQs (1/2 Mark each) Section-B:10 Fill in the blanks (1/2 Mark each), Section-C: 5 Short answer questions (1 Mark each)	15



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5. Online uploading should be in the following way

1st Internal Assessment + 2nd Internal Assessment = 1 Internal

5 marks + 15 marks = 20 marks

3rd Internal Assessment + 4th Internal Assessment = 2 Internal

5 marks + 15 marks = 20 marks

The average of 1 Internal & 2 Internal will be considered.

6. The college should submit the hard copy in the same pattern as given in para 4.
7. Marks submitted by the college are final, and there is no provision for alteration.
8. Principals/Head of the departments are requested to log in and enter the marks. The same should be downloaded, and a hard copy should be submitted to the exam branch, duly signed by the respective faculty and department heads.
9. Downloaded & signed copy should be submitted to the examination branch on or before **13-02-2026** without fail. A fine will be imposed for all those who submit after the due date.

Controller of Examinations