



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
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Ref. No.: RGIPT/JAIS/Grades/2020-21/02

Office of the Dean (Academic Affairs)

19<sup>st</sup> January, 2021

**NOTIFICATION**

The submission of grades by the respective course coordinator is a confidential activity. The grade sheet duly signed by the course coordinator/co-coordinator and sealed in an envelope shall be submitted to the academic office directly after the completion of the evaluation process of respective subject within the stipulated duration as prescribed in the PG and UG Ordinances of the institute.

Dean (Academic Affairs)  
RGIPT

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- Secretary to the Director, RGIPT