To

The Controller of Examination

BIT Mesra, Ranchi-835215

Though the Head, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Regarding the completion of evaluation work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected Sir,

I would like inform you that I have completed the following evaluation assignments as assigned to me.

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| S.N. | Code (Subject/Lab) | Name (Subject/Lab) | No of copies evaluated | Date of submission of marks | Date of leaving, if applicable | Remarks, if any |
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| Signature of Office Assistant  Name and Signature of Evaluator  Contact Number: | Name and Signature of Coordinator  Department:  Contact Number: | Signature of HOD  Department:  Contact Number: |

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| *For Office Use Only* |

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| To  (Evaluation Section)- For Record | ***Controller of Examination*** |