



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078

File No. GGSIPU/EXAM/R-III/2014/001

3rd December 2014

NOTICE

Sub: Submission of Internal/Practical OMR Award list E.T. Exam Dec. 2014 - BBA (ALL) & MBA (ALL), MA (ECS) Programme

This is to bring to the notice of Directors/Principals/Deans of all concerned affiliated schools/Institutes/school that the dates for submission of Internal/Practical OMR Award list for BBA (ALL), MBA (ALL) & MA (ECS) Programme for the End Term Examination, December 2014 is as under:

S. No.	Programme Name	Institute Name with Code No.	Date of Submission of OMR
1.	MBA (ALL), MA (ECS)	All Institute/College/School	10.12.2014 & 11.12.2014
2.	BBA (ALL)	CPJCHS (242 & 215) JIMSK (245 & 141) JIMS VK (142 & 214) DIRD (124 & 900) KRCHE (515 & 193) AIT (106) JIMSR(504 & 140) FIMT (901)	15.12.2014
		TIAS (213 & 170) NDIM (506 & 155) IIMT (210 & 134) SGTBIMT (902) BLSITM (205) RDIAS (159 & 803) KIHEAT (967) MAIM (147 & 611)	16.12.2014
		VIPS (298, 177 & 971) SHDCHE (969) DPSR (125 & 217) MSI (212 & 149) TIPS (240 & 206) BPIBS (114) BCIPS (505 & 612)	17.12.2014

	BERI (113) IINTM(244 & 903) IITM(211 & 137) DCAS (122) DMPE (511) LLDIMS (192) MEERA (906) DIAS (123)	18.12.2014
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It is informed that the internal award lists/practical award lists are to be submitted to the Section Officer, Result-III, Room No. 125, Examination Division, GGSIP University on the respective dates mentioned above.

It is further informed that the instructions issued for filling up the OMR Award Sheets including those being reiterated below be scrupulously adhered by all the concerned while filling the OMR Award Sheets:

1. All OMRs should be filled with Black Ball Pen only.
2. Do not staple the OMR Award Sheet.
3. Do not put cello tape on the OMR Award Sheet.
4. Do not use white fluid in OMR Award Sheet.
5. If there is any correction or over writing on OMR Award sheet, initial of subject teacher must be affixed at each and every correction or over writing. Further, Director/Principal should issue a statement of corrections on letter head. (Format at Annexure A)
6. In case, the name of any student who is eligible to appear for internal/practical examination is not included in the OMR award sheet, the detail of such students along-with marks should be sent on separate sheet in the format enclosed (Annexure B). **Inclusion of details in the OMR sheet issued by Examination division is not permitted.**
7. Marks should be displayed to the students and the Director/ Principal shall ensure that only correct marks are entered in the OMR sheets leaving no scope for corrections subsequent to declaration of results.
8. The College/ Institute should also submit the list of detained student along-with the OMR Award Sheet in the Result Branch. If no student detained, No detention certificate is also required to be submitted. (Annexure C)
9. The College/ Institute should also submit the absentee statement in the Result Branch. If no student was absent, **Nil** absentee statement should also be submitted. (Annexure D)
10. The checklist, format enclosed (Annexure E) should be filled while submitting the OMR Award Sheet.

Sd/-
(Rajendra Kamath)
Section Officer (R-III)
 Examination Division



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CHECK LIST

DOCUMENTS SUBMITTED FOR END TERM EXAM

S.No.	Document	Yes/No
1.	OMR Award Sheet	
2.	Detention List	
3.	Correction Statement duly signed by Director/Principal, if any	
4.	Award sheet on plain paper, if any	
5.	Practical attendance sheet	
6.	Absentee Statement	

Any other documents:

1. _____

2. _____

3. _____

Signature of the Dean/Director/Principal
with date & seal