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

File No. GGSIPU/EXAM/R-III/2014/004 6th **January 2015**

NOTICE

Sub: Submission of Internal/Practical OMR Award list E.T. Exam Dec. 2014 – January 2015 BCOM (H) & BBA (ALL) Programme, Ist Semester

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) & BCOM (H) Programme, Ist Semester, 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.	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)	14.01.2015
		TIAS (213 & 170) NDIM (506 & 155) IIMT (210 & 134) SGTBIMT (902) BLSITM (205) RDIAS (159 & 803) KIHEAT (967) MAIM (147 & 611)	15.01.2015
		VIPS (298, 177 & 971) SHDCHE (969) DSPSR (125 & 217) MSI (212 & 149) TIPS (240 & 206) BPIBS (114) BCIPS (505 & 612)	16.01.2015
		BERI (113) IINTM(244 & 903)	19.01.2015

		IITM(211 & 137) DCAS (122) DMPE (511) LLDIMS (192) MEERA (906) DIAS (123)	
2	**BCOM(H)**	All Institutes	08.01.2015
3	**MBA (All)**	All Institutes	16.01.15 & 19.01.15

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

Annexure A

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

STATEMENT OF CORRECTION IN OMR AWARD SHEET

Programme Name……
Institute Name……..
Semester……
E. T. Exam……

Paper ID	Page No.	S. No.	Roll No.	Marks in words before correction /modification	Marks in words After correction /modification	Remarks (if any)

This is to certify that above corrections are made after verification of all relevant records. Due care will be taken in future to avoid such mistakes.

Signature of the HOD

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

Annexure B

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

Award List

Programme Code ……. **Programme Name** …….

Sem/Annual ……. **Exam** …….

Paper ID ……. **PaperTitle** …….

Institute Code ……. **Institute Name** …….

Max. Marks ……. **Internal/External/Nues** …….

S. No.	Enrollment No.	Name	Marks in Figures	Marks in Word

Name & Signature of Internal Examiner

Name & Signature of External Examiner

Name & Signature of H O D

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

Annexure C

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

DETAINED STATEMENT

Programme Name……..

Institute Name…….....

Semester…….…….

E. T. Exam……..

S. No.	Roll No.	Name of Student	Remarks (if any)

It is certified that the students whose details are mentioned above are detained after through verification of their attendance records and in accordance with the University rules & Ordinances.

Name & Signature of the HOD/Co-ordinator

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

Annexure D

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

ABSENTEE STATEMENT

Programme Name……..

Institute Name……

Semester……..

E. T. Exam……..

Paper ID	Page No.	S. No.	Roll No.	Name of Student	Remarks (if any)

It is certified that the details mentioned above have been entered after due verification of original attendance record related to the relevant Examination.

Signature of the HOD

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

Annexure E

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

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