



Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078

Phone: 011-25302253 website: www.ipu.ac.in

No. GGSIPU/EXAM/R-III/2015/

Dated: 30th November 2015

NOTICE

Sub: Submission of Internal/Practical OMR Award list E.T. Exam December 2015 – BBA (ALL)/MBA (ALL)/M.A.(ECO./ENG.)/M.Phil.(ENG.)/PGDWE Programmes

This is to bring to the kind notice of all the Dean/Directors/Principal of affiliated colleges/Institutes conducting BBA/MBA/MA(English/Economics)/M.Phil (English)/PGDWE Programmes that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination December 2015 is as listed below:-

| S. No. | Programme Name | Institute Name with Code No. | Date of Submission of OMR |
|--------|---|--|-------------------------------------|
| 1. | MBA (ALL), M.A. (English) M.A.(Economics) M.Phil.(English) PGDWE | All Institute/College/School | 02.12.2015 (10:00 AM to 5:00 PM) |
| 2. | BBA (ALL) | CPJCHS (242 & 215) JIMSK (245 & 141) JIMS VK (142 & 214) JIMSR(504 & 140) | 10.12.2015 (10:00 AM to 1:00 PM) |
| | | NDIM (506 & 155) IIMT (210 & 134) RDIAS (159 & 803) MAIM (147 & 611) | 11.12.2015 (10:00 AM to 1:00 PM) |
| | | VIPS (298, 177 & 971) DSPSR (125 & 217) MSI (212 & 149) TIPS (240 & 206) | 14.12.2015 (10:00 AM to 1:00 PM) |
| | | IINTM(244 & 903) IITM(211 & 137) DIRD (124 & 900) KRCHE (515 & 193) | 15.12.2015 (10:00 AM to 1:00 PM) |
| | | BCIPS (505 & 612) TIAS (213 & 170) AIT (106) FIMT (901) | 16.12.2015 (10:00 AM to 1:00 PM) |

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|--|--|---|-------------------------------------|
| | | GNIM (130) | |
| | | SGTBIMT (902) BLSITM (205) SHDCHE (969) BPIBS (114) | 17.12.2015 (10:00 AM to 1:00 PM) |
| | | BERI (113) LLDIMS (192) MEERA (906) DIAS (123) KIHEAT (967) DCAS (122) DMPE (511) | 18.12.2015 (10:00 AM to 1:00 PM) |

It is hereby informed that the internal/ practical award sheets are to be submitted to the **Section Officer, Result-III, Room No. 125, Examination Division, GGSIP University** on the respective dates as mentioned above.

It is further informed that the instructions as per Annexure 'A' issued for filling up the OMR Award Sheets should be scrupulously adhered by all the concerned while filling the OMR Award Sheets. Other annexures ('B'-'F') as mentioned in the instruction sheet are also enclosed.

It may be noted that the date for submission of OMR Award Sheet shall be strictly adhered and the same shall not be accepted if submitted after the said date.

Thanking you,

Yours faithfully,

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

Encl: As above

INSTRUCTIONS

1. All OMRs should be filled with Black Ball Pen only.
2. The OMR Award Sheet should not be stapled or pinned.
3. Usage of cello tape on the OMR Award Sheet is not allowed.
4. Usage of white fluid in OMR Award Sheet is not allowed.
5. The Award Sheet Counter Foil and Award Sheet Foil should not be separated/parted off while submitting the OMR Award Sheet.
6. If there is any correction or over writing on OMR Award sheet, initial of faculty concerned 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 B**)
7. 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 C**). **Inclusion of details in the OMR sheet issued by Examination division is not permitted.**
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 D**)
9. 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.
10. The College/ Institute should also submit the absentee statement during internal examination to the Result Branch. If no student was absent, **Nil** absentee statement should also be submitted. **The same shall be submitted in hard as well as soft copy in the annexure enclosed.** (**Annexure E**)
11. The checklist, format enclosed (**Annexure F**) should be filled while submitting the OMR Award Sheet.



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STATEMENT OF CORRECTION IN OMR AWARD SHEET

Programme Name.....

Institute Name.....

Semester.....

E. T. Exam.....

| Paper ID | Page No. | S. No. | Enrollment No. | Marks in words before correction /modification | Marks in words After correction /modification | Remarks (if any) |
|-----------------|-----------------|---------------|-----------------------|---|--|-------------------------|
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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**



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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 |
|--------|----------------|------|------------------|---------------|
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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



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DETAINED STATEMENT

Programme Name.....

Institute Name.....

Semester.....

E. T. Exam.....

| S. No. | Enrollment No. | Name of Student | Remarks (if any) |
|--------|----------------|-----------------|------------------|
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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



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CHECK LIST

DOCUMENTS SUBMITTED FOR END TERM EXAMINATION

| 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 (Hard & Soft Copy) | |

Any other documents:

1. _____

2. _____

3. _____

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