



# 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/2017-18/001**

**Dated: 13<sup>th</sup> November, 2017**

## NOTICE

**Sub: Submission of Internal/Practical OMR Award list E.T. Exam November - December 2017 - BBA (ALL)/B.COM (H)/ MBA/ MBA FM/ MBA IB/MBA IT/M.A. ECONOMICS/M.A. ENGLISH/M.Phil. ENGLISH Programmes**

This is to bring to the notice of all the Dean/Directors/Principal of affiliated colleges/Institutes conducting BBA(ALL)/B.COM(H)/MBA/MBA FM/ MBA IB/MBA IT / MA Economics/M.A. English/ M.Phil English Programmes that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination November - December 2017 is as listed below:-

S. No.	Programme Name	Institute Name with Code No.	Date of Submission of OMR
1.	MBA , MBA FM, MBA IB	All Institute/College/School	17.11.2017 11.00 a.m. to 3.00 p.m.  (Submission of soft copy 16.11.2017, by 3.00 p.m.)
2.	MBA (IT)	C-DAC Noida	17.11.2017 11.00 a.m. to 3.00 p.m.  (Submission of soft copy 16.11.2017, by 3.00 p.m.)
3.	M.A. (English)	USHSS, GGSIPU	23.11.2017 11.00 a.m. to 3.00 p.m. (Submission of soft copy 22.11.2017, by 3.00 p.m.)
4.	M.A.(Economics) & PGDWE	USHSS, GGSIPU	23.11.2017 11.00 a.m. to 3.00 p.m. (Submission of soft copy 22.11.2017, by 3.00 p.m.)

5.	<b>M.Phil.(English)</b>	USHSS, GGSIPU	22.12.2017 11.00 a.m. to 3.00 p.m.  (Submission of soft copy 21.12.2017, by 3.00 p.m.)
6.	<b>BBA (ALL), B.A. (Economics) &amp; B.COM (H)</b>	CPJCHS (242 & 215) JIMSK (245 & 141) JIMS VK (142 & 214) JIMSR(504 & 140) KIHEAT (967) DCAS (122) DME (511) FIMT (901 & 514) SGIT SCHOOL OF MANAGEMENT (247) BPIT (208)	22.11.2017 11.00 a.m.to 3.00 p.m.  (Submission of soft copy 21.11.2017, by 3.00 p.m.)
		NDIM (506 & 155) IIMT (210 & 134) RDIAS (159 & 803) MAIMS (147 & 611) RCIT (158) LLDIMS (192) MBIT (906) JIMSTECH GREATER NOIDA (255) DIAS (123)	23.11.2017 11.00 a.m.to 3.00 p.m.  (Submission of soft copy 22.11.2017, by 3.00 p.m.)
		VIPS (298, 177, 198 & 971) DSPSR (125 & 217) MSI (212 & 149) TIPS (240 & 206) SGTBIMIT (902) BLSITM (205) SHDCHE (969) BPIBS (114) BM INST. OF TECH. SONIPAT (553)	24.11.2017 11.00 a.m.to 3.00 p.m.  (Submission of soft copy 23.11.2017, by 3.00 p.m.)
		IINTM(244 & 903) IITM(211 & 137) DIRD (124 & 900) KRCHE (515 & 193) BCIPS (505 & 612) TIAS (213 & 170) AIT (106)	27.11.2017 11.00 a.m.to 3.00 p.m.  (Submission of soft copy 24.11.2017, by 3.00 p.m.)

		GNIM (130) MSIT (551) SCCTM (167)	27.11.2017 11.00 a.m.to 3.00 p.m.  (Submission of soft copy 24.11.2017, by 3.00 p.m.)
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It is hereby informed that the internal/ practical award sheets are to be submitted to the **Assistant Registrar, Result-III, Room No. 125, Examination Division, GGSIP University** on the scheduled slot given to the Institute.

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.

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.

Sd/-  
(Dr. Ruchika Minocha)  
**Assistant Registrar (R-III)**

Enclosures: As above

Copy to:

1. PS to the Controller of Examinations (O) for information please.
2. Dean/Principal/Director of all Institutes conducting BBA(ALL)/B.COM(H)/MBA/MBA FM/ MBA IB/MBA IT / MA Economics/M.A. English/ M.Phil English Programmes
3. Chairman UITs for uploading the notice on University Website
4. Office file

## **ANNEXURE 'A'**

### **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. It has been noted that most of the times Institutes have parted the OMR award sheets during submission time. Such practice shall be avoided.
6. **The checklist, format enclosed at Annexure 'B' should be duly filled and placed in front during submission of the OMR Award Sheet.**
7. 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 in the given format.
8. In case, the name of any student who is eligible to appear for internal/practical examination is not included/printed in the OMR award sheet, the detail of such students along-with marks should be submitted on a separate sheet in the given format. Inclusion of details in the OMR sheet issued by Examination division shall not be permitted.
9. The College/ Institute should also submit the list of detained student on letter head of the institute along-with the OMR Award Sheet in the Result Branch. If no student detained, No detention certificate shall be submitted by the Institute/College.
10. 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.
11. The College/ Institute should also submit the absentee statement during internal examination in the given format to the Result Branch. If no student was absent, **Nil** absentee statement should also be submitted.

**12. It should be noted that all the documents as mentioned below shall be submitted to the Result Branch in printed/typed form (Since external practical marks would be awarded by External Examiner, the same would be accepted in handwritten format) on the scheduled slots for submission of OMR Award sheet:-**

- **Format for submission of internal marks (whose name is not found in OMR)**
- **Statement of correction in the OMR Award Sheet**
- **Absentee Statement**

**13. All the documents shall be e-mailed to the Result Branch in Soft Copy (Excel Sheet) one day prior to the scheduled slot for submission of OMR Award sheet. The soft copies of the excel sheet formats have already been sent to the Institutes through e-mail. In case, the e-mail is not received, the Institute shall take soft copy of the formats from Result Branch at the time of collection of the OMR Award Sheet.**

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## CHECK LIST

### DOCUMENTS SUBMITTED FOR END TERM EXAMINATION

S.No.	Document	Soft Copy (Yes/No)	Hard Copy (Yes/No)
1.	OMR Award Sheet	Not applicable	
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	Not applicable	
6.	Absentee Statement		

**Any other documents:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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

## **INSTRUCTIONS FOR FILLING EXCEL SHEET**

1. Separate Excel Sheets should be prepared for each programme. Such as a Institute conducting BBA, MBA & B.COM (H) Programme, should prepare separate excel sheets for each programme.
2. The following should be entered in the Excel sheet in the way given below:-

- i. **Institute Code:-** Each Institute is issued with Institute Code. The same should be mentioned in the column of Institute Code. Such as 612 in case of BCIPS or 114 in case of BPIBS

- ii. **Programme code:**

017	BBA (G)
018	BBA (B&I)
019	BBA (CAM)
050	BBA (TTM)
151	BBA (MOM)
039	MBA
888	B.Com (H)
216	B.A. Economics

- iii. **Batch :**

2013	In case of students of 2013 Batch
2014	In case of students of 2014 Batch
2015	In case of students of 2015 Batch
2016	In case of students of 2016 Batch

- iv. **Semester:**

1	In case of 1 <sup>st</sup> semester
3	In case of 3 <sup>rd</sup> semester
5	In case of 5 <sup>th</sup> semester

- v. **Paper ID:** It should be noted that the right Paper ID is mentioned in the excel sheets. For Eg. Paper Code BBA 201, should be mentioned as 17201
3. It should be noted that the award sheet of practical external examination for the students whose name is not mentioned in the OMR Award sheet is submitted in handwritten hard copy (with sign of external examiner). The same marks should also be entered in the format of Excel sheet sent by you.
4. The entire format should be properly filled. Printouts of the same, duly signed by Dean/Director of the Institute/College should be sent via mail at [result3.exam@ipu.ac.in](mailto:result3.exam@ipu.ac.in) one day prior to date of submission of OMR Award sheet in Room no. 125, Examination Division.

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## END TERM EXAMINATION NOVEMBER - DECEMBER 2017

### STATEMENT OF CORRECTION IN OMR AWARD SHEET

Inst. Code	Prog. Code	Paper ID	Page no.	S.No.	Enrollment 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.

**Name & Signature of the HOD/Co-ordinator**

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





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## END TERM EXAMINATION NOVEMBER - DECEMBER 2017

### ABSENTEE STATEMENT

Institute Code	Prog. Code	Sem.	Batch	Enrollment No.	Name	Paper ID	Theory/Practical Internal	NUES/Practical External

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

**Name & Signature of the HOD/Co-ordinator**

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



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**END TERM EXAMINATION NOVEMBER - DECEMBER 2017**

**AWARD SHEET**

Inst. Code	Prog. Code	Batch	Enrollment No.	Name of the student	Sem.	Paper ID	Marks	
							Theory/ Practical Internal	Practical External/N UES

It is certified that marks in respect of aforesaid students have been added after verification of all relevant records and the students are eligible for appearing in End Term Examination December 2016.

**Name & Signature of Internal Examiner**  
(In case of Internal marks for theory & practical exam)

**Name & Signature of External Examiner**  
In case of Practical (External)

**Name & Signature of H O D**

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



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## END TERM EXAMINATION NOVEMBER - DECEMBER 2017

### LIST OF DETAINED STUDENT

Institute Code	Prog. Code	Enrollment No.	Name	Batch	Semester	Remark

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 Principal/Director with date & seal**