



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

Phone no. 011-25302273, Email: result2.exam@ipu.ac.in

(Examination Division)

No. GGSIPU/EXAM/R-II/2017/001

Dated: 10th November 2017

NOTICE

Sub: Submission of Internal/Practical OMR Award list E.T. Exam December 2017 – B.TECH Programme (Affiliated Institutes)

This is for information of all the concerned affiliated institutes/colleges conducting B.TECH Programme that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination, December 2017 is as listed below:-

Date & Time	Institute Code	Institute Name
29.11.2017 Wednesday	101	Ambedkar Institute of Advanced Communication Technologies & Research (AITG - 101)
29.11.2017 Wednesday	153	National Power Training Institute (NPTI - 153)
29.11.2017 Wednesday	207	Ch. Brahm Prakash Government. Engineering College (CBGEC - 207)
29.11.2017 Wednesday	702	Delhi Institute of Tool Engineering (DITE - 702)
29.11.2017 Wednesday	209	G. B. Pant Engineering College (GBPEC - 209)
30.11.2017 Thursday	104	Amity School of Engineering and Technology (ASET - 104)
30.11.2017 Thursday	551	Mahaveer Swami Institute of Technology (MVSIT - 551)
30.11.2017 Thursday	255	JIMS Engineering Management Technical Campus, Greater Noida (JIMSEMTC - 255)
30.11.2017 Thursday	115 / 512	Bharati Vidyapeeth's College of Engineering (BVCE – 115, 512)
01.12.2017 Friday	132 / 768	Guru Tegh Bahadur Institute of Technology (GTBIT – 132, 768)
01.12.2017 Friday	180 / 256	Delhi Technical Campus, Greater Noida (DTCGN – 180, 256)

Date & Time	Institute Code	Institute Name
01.12.2017 Friday	553	BM Institute of Engineering Technology (BMIET – 553)
01.12.2017 Friday	552	BM College of Engineering and Management (BMCEM – 552)
04.12.2017 Monday	150 / 963	Maharaja Surajmal Institute of Technology (MSIT – 150, 963)
04.12.2017 Monday	156 / 962	Northern India Engineering College (NIEC – 156, 962)
04.12.2017 Monday	208	Bhagwan Parshuram Institute of Technology (BPIT - 208)
05.12.2017 Tuesday	148 / 964	Maharaja Agrasen Institute of Technology (MAIT – 148, 964)
05.12.2017 Tuesday	133 / 965	HMR Institute of Technology & Management (HMRITM – 133, 965)

It is hereby informed that the internal theory/ Internal or External practical OMR award sheets are to be submitted to the **Section Officer, Result-II Branch, Room No. 126, 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 should also 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.

All the Directors/Principals of affiliated Institutes to take a note of it and ensure timely submission of OMR Award Sheet facilitating timely declaration of result.

Sd/-
(Rajendra Kamath)
Section Officer

Enclosures: As above

Copy to:

1. PS to the Controller of Examinations (O) for information
2. Office file

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 or white fluid on the OMR Award Sheet is not allowed.**
4. The Institute should use the given formats at Annexure 'C', 'D', 'E' & 'F'.
5. **The Award Sheet Counter Foil and Award Sheet Foil should not be separated/parted off while submitting the OMR Award Sheet. If the same is parted by mistake, the same should not be taped or stapled.** It has been noted that most of the times Institutes part/separate the OMR award sheets during submission time. Such practice shall be avoided.
6. While submission of OMR Award Sheet, it should be noted that the OMR Award Sheets are arranged in ascending order of "Page No." mentioned therein.
7. **The checklist, format enclosed at Annexure 'B' should be duly filled and placed in front during submission of the OMR Award Sheet.**
8. **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, the Principal should issue a statement of corrections in the given format (Annexure 'C')
9. **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 (Annexure 'D'). Inclusion of details in the OMR sheet issued by Examination division shall not be permitted.**
10. **The College/ Institute should also submit the list of detained student in the given format along-with the OMR Award Sheet in the Result Branch (Annexure 'E').** If no student detained, No detention certificate in the same format shall be submitted by the Institute/College.
11. 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.

12. The College/ Institute should also submit the absentee statement during internal/Practical/NUES examination in the given format to the Result Branch (Annexure 'F'). If no student was absent, Nil absentee statement should also be submitted.

13. It should be noted that all the documents as mentioned below shall be submitted to the Result-II Branch on the scheduled slots for submission of OMR Award sheet:-

- Checklist
- Format for submission of internal marks (whose name is not found in OMR)
- Detained List.
- Statement of correction in the OMR Award Sheet
- Original Attendance Sheet of Practical/NUES paper
- Absentee Statement (Internal/Practical/NUES)
- Institute Data Sheet

14. Further, it is informed that the soft copies of the following in the given format should be provided to the Examination branch. It is further informed that the formats given below are strictly for soft copies. The hard copies of above mentioned documents should be submitted as per the Annexure C, D, E, F:

- **Absentee Statement (Internal/Practical/NUES) :**

S.No.	Enrollment no.	Student name	Semester	Paper Code	Paper ID	Theory Internal	Practical Internal	Practical External	NUES

The Institute/College should write "YES" in the appropriate column of Theory Internal//Practical Internal/External or NUES in which the student is absent. The hard copy of the same should be submitted as per Annexure in the Examination Division. **For ex. If the student is absent in theory internal of Paper Code 27103, the same should be mentioned as:**

S.No.	Enrollment no.	Student name	Semester	Paper Code	Paper ID	Theory Internal	Practical Internal	Practical External	NUES
1.	xxx	xx	1	27103	ETCS-103	Yes			

- **Format for Soft copy of Correction in the OMR Award Sheet:**

S. No.	Page No. of OMR Award Sheet	S. No. in OMR Award Sheet	Enrollment No.	Marks in words before correction /modification	Marks in words After correction /modification	Remarks (if any)

All the marks entered should be in numerals and hard copies of the same should be submitted as per Annexure in the Examination Division.

- **Format for Soft Copy of Award sheet of internal marks of students whose name is not found in OMR.**

S.no.	En. No.	Student name	Sem.	Paper Code	Paper ID	Internal Theory (Out of 25)	Internal Practical (Out of 40)	External Practical (out of 60)	NUES (Out of 100)

*All the marks entered should be in numerals.

All the formats properly typed in Excel sheet as mentioned above should be submitted to us through e-mail i.e. result2.exam@ipu.ac.in one day prior to submission of OMR Award Sheet. The Institute should provide three excel sheets i.e. Absentee Statement, Correction in OMR Award Sheet & Award sheet of internal marks as above for all the programmes.

In case of any clarification, feel free to contact Section Officer (Result-II) Branch at +91 11 25302273.



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CHECK LIST

DOCUMENTS SUBMITTED FOR END TERM EXAMINATION
DECEMBER 2017

S.No.	Document	Yes/No
1.	OMR Award Sheet	
2.	Detention List	
3.	Correction Statement duly signed by the Principal, if any	
4.	Award sheet on plain paper, if any	
5.	Practical attendance sheet	
6.	Absentee Statement (Internal/External/NUES Examination)	
7.	Updated Institute Data Sheet	

Any other documents:

S.No.	Particulars

Signature of Dean/ Principal/ Director of the School/ Institute with seal)



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Statement of Correction(s) in OMR Award Sheets
(December 2017 End Term Examinations)

Dated:

Programme Code	Programme Name
Semester	Paper Code
Paper Title	Paper ID
Institute Code	Institute Name
Max. Marks	Internal/External/Nues

S. No.	Page No. of OMR Award Sheet	S. No. in OMR Award Sheet	Enrollment No.	Marks in words before correction /modification	Marks in words After correction /modification	Remarks (if any)

In case of internal theory, practical or NUES marks:

(A) Name & Signature of Subject Teacher (B) Name & Signature of H O D

In case of external practical marks:

(A) Name & Signature of Internal Examiner (B) Name & Signature of External Examiner

It is certified that marks in respect of aforesaid students have been corrected after verification of all relevant records and the students are eligible for appearing in End Term Examination, December 2017.

Signature of Dean/ Principal/ Director of the School/ Institute with seal



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Additional Award Sheet for Eligible Students
(December 2017 End Term Examination)

Dated:

Programme Code	Programme Name
Semester	Paper Code
Paper Title	Paper ID
Institute Code	Institute Name
Max. Marks	Internal/External/Nues

S. No.	Enrollment No.	Name of Student	Marks in Figures	Marks in Words	Remarks (if any)

In case of internal theory, practical or NUES marks:

(A) Name & Signature of Subject Teacher (B) Name & Signature of H O D

In case of external practical marks:

(A) Name & Signature of Internal Examiner (B) Name & Signature of External Examiner

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 2017.

Signature of Dean/ Principal/ Director of the School/ Institute with seal



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LIST OF DETAINED STUDENTS
(December 2017 End Term Examination)

Programme Name
 Institute Name
 Semester
 E. T. Exam

S.No.	Enrollment number	Name of the 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 A



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Internal/Practical/ NUES Papers Absentee Statement
(December 2017 End Term Examination)

Dated:

Programme Code Programme Name
Semester Paper Code
Paper Title Paper ID
Institute Code Institute Name
Max. Marks Internal/External/Nues

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

It is certified that aforesaid students have been marked absent after verification of original attendance sheets and all other relevant records.

Name & Signature of Subject Teacher/ Internal Examiner

Name & Signature of H O D/ External Examiner

Signature of Dean/ Principal/ Director of the School/ Institute with seal



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INSTITUTE DATA SHEET

NAME OF THE INSTITUTE: _____

INSTITUTE ADDRESS: _____

INSTITUTE CODE (MORNING/EVENING): _____

PROGRAMMES CONDUCTED (ONLY ENGINEERING PROGRAMMES):

S.No.	Programme name

NAME OF THE DIRECTOR/PRINCIPAL: _____

EMAIL ID: _____

CONTACT NO.: OFFICE: _____ **M:** _____

NAME OF COE/INCHARGE EXAMINATION: _____

EMAIL ID: _____

CONTACT NO.: OFFICE: _____ **M:** _____

NAME OF OFFICE DEALING PERSON: _____

EMAIL ID: _____

CONTACT NO.: OFFICE: _____ **M:** _____

Signature of Dean/ Principal/ Director of the School/ Institute with seal