



# Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-110078

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

## (Examination Division)

No. GGSIPU/EXAM/R-II/2017/002

Dated: 12<sup>th</sup> July 2017

### NOTICE

**Sub: Submission of Internal/Practical OMR Award list E.T. Exam July 2017 – B.VOC Programme (ALL STREAMS)**

This is to bring to the notice of all the Principal of affiliated Institutes conducting B.VOC Programme that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination, July 2017 is as listed below:-

S.No.	Institute Code	Name of the Institute	Schedule
1	114	Bhai Parmanand Institute of Business Studies	24.07.2017 (Monday) 11.00 a.m. to 1.00 p.m.
2	248	Ambedkar Institute of Technology	
3	219	Meera Bhai Institute of Technology	
4	220	G B Pant Institute of Technology	
5	264	Kasturba Gandhi Institute of Technology	
6	265	Guru Nanak Dev Institute of Technology	25.07.2017 (Tuesday) 11.00 a.m. to 1.00 p.m.
7	266	Pusa Institute of Technology	
8	267	Aryabhata Institute of Technology	
9	501	Integrated Institute of Technology	

It is hereby informed that the internal/ practical 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.

Sd/-  
(Rajendra Kamath)  
Section Officer

Enclosures: As above

#### Copy to:

1. PS to the Controller of Examinations (O) for information
2. Principal of all Institutes conducting B.VOC. Programmes
3. Chairman UITs for uploading the notice on University Website
4. 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 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. 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)

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

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**Sector-16 C, Dwarka, New Delhi-110078**  
**(Examination Division: Result-II)**

**Statement of Correction(s) in OMR Award Sheets**  
**(July 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.	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 July 2017.

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



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**(Examination Division: Result-II)**

**Additional Award Sheet for Eligible Students**  
**(July 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 July 2017.

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



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**LIST OF DETAINED STUDENTS**  
**(July 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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**(Examination Division: Result-II)**

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

Dated: .....

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

<b>S. No.</b>	<b>Enrollment No.</b>	<b>Name of Student</b>	<b>Remarks (if any)</b>

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**