



# Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-110078

Phone no. 011-25302253, Email: result2.exam@ipu.ac.in

## (Examination Division)

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

Dated: 21<sup>st</sup> April 2017

## NOTICE

### **Sub: Submission of Internal/Practical OMR Award list E.T. Exam May-June 2017 – B.TECH Programme** **(Affiliated Institutes)**

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

Date & Time	Institute Code	Institute Name
15.05.2017 (Monday)	101	Ambedkar Institute of Advanced Communication Technologies & Research (AITG - 101)
15.05.2017 (Monday)	153	National Power Training Institute (NPTI - 153)
15.05.2017 (Monday)	207	Ch. Brahm Prakash Government. Engineering College (CBGEC - 207)
15.05.2017 (Monday)	702	Delhi Institute of Tool Engineering (DITE - 702)
16.05.2017 (Tuesday)	209	G. B. Pant Engineering College (GBPEC - 209)
16.05.2017 (Tuesday)	104	Amity School of Engineering and Technology (ASET - 104)
16.05.2017 (Tuesday)	551	Mahaveer Swami Institute of Technology (MVSIT - 551)
16.05.2017 (Tuesday)	552	BM College of Engineering and Management (BMCEM – 552)
16.05.2017 (Tuesday)	255	JIMS Engineering Management Technical Campus, Greater Noida (JIMSEMTC - 255)
17.05.2017 (Wednesday)	115 / 512	Bharati Vidyapeeth's College of Engineering (BVCE – 115, 512)
17.05.2017 (Wednesday)	132 / 768	Guru Tegh Bahadur Institute of Technology (GTBIT – 132, 768)
17.05.2017 (Wednesday)	701	Ansal Institute of Technology (AITG - 701)
18.05.2017 (Thursday)	133 / 965	HMR Institute of Technology & Management (HMRITM – 133, 965)
18.05.2017 (Thursday)	208	Bhagwan Parshuram Institute of Technology (BPIT - 208)
19.05.2017 (Friday)	148 / 964	Maharaja Agrasen Institute of Technology (MAIT – 148, 964)

19.05.2017 (Friday)	180 / 256	Delhi Technical Campus, Greater Noida (DTCGN – 180, 256)
22.05.2017 (Monday)	150 / 963	Maharaja Surajmal Institute of Technology (MSIT – 150, 963)
22.05.2017 (Monday)	156 / 962	Northern India Engineering College (NIEC – 156, 962)
22.05.2017 (Monday)	553	BM Institute of Engineering Technology (BMIET – 553)

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.

Sd/-  
(Rajendra Kamath)  
Section Officer  
In-Charge (Result-II)

Enclosures: As above

**Copy to:**

1. PS to the Controller of Examinations (O) for information
2. Principal/Director of all Institutes conducting B.TECH 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)
- Institute Data Sheet

14. Further, it is informed that the soft copies of the following should be provided to the Examination branch while submission of hard copies of the same:

- **Absentee Statement (Internal/Practical/NUES) in format as given below”-**

S.No.	Enrollment no.	Student name	Semester	Paper Code	Paper ID	Type of Exam (Theory Internal/Practical (Internal/External)/NUES)	Remarks (If any)

- **Statement 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)

- **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 formats should be properly typed in Excel sheet in the format as mentioned above and should be submitted to us through e-mail i.e. [result2.exam@ipu.ac.in](mailto:result2.exam@ipu.ac.in) or through pen-drive one day prior to submission of OMR Award Sheet.

15. In case of any clarification, feel free to contact Section Officer (Result-II) Branch at +91 11 25302253.



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

**CHECK LIST**

**DOCUMENTS SUBMITTED FOR END TERM EXAMINATION**  
**MAY-JUNE 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.	Institute Data Sheet	

Any other documents:

S.No.	Particulars

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



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

**Statement of Correction(s) in OMR Award Sheets**  
**(May –June 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 May-June 2017.

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



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

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

**Additional Award Sheet for Eligible Students**  
**(May-June 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> .....

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 May-June 2017.

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



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(Examination Division: Result-II)

LIST OF DETAINED STUDENTS
(May-June 2017 End Term Examination)

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

Table with 4 columns: S.No., Enrollment number, Name of the student, Remarks (If any). The table contains 15 empty rows.

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  
(May-June 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>	.....

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

**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**