GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
NEW DELHI

Ref. No: - GGSIPU/Exam/2026/3099 Date: 12.11.2026

NOTICE

Subject : Online Submission of Practical External Marks of B.Com (Hons.), BCA, MCA and BA (JMC) programmes for the End Term Odd Semester Examinations, November-December, 2026.

This is for the information of all concerned stakeholders that the **Practical External Marks** of the **B.Com (Hons.), BCA, MCA** and **BA(JMC)** programmes shall be submitted **online by the External Examiner on the same day of the practical examination** for the End Term Odd Semester Examinations, November–December, 2026.

The link for submission of online external practical marks shall be the same as provided earlier for submission of online internal marks. Detailed instructions for submission of external practical marks shall be shared on the registered e-mail IDs of the concerned University School of Studies/Institutes.

Further, all concerned University School of Studies/Institutes are required to submit the following documents to the respective Result Branch of the Examination Division within **two working days from the completion of the last practical examination**:

1. Detained list duly signed by the Director/Principal of the Institute.
2. Photocopy of the letter regarding appointment of External Examiners issued by the Conduct Branch (Examination) of the University.
3. Original Practical Attendance Sheet duly signed on each page by the Director/Principal of the Institute.
4. Correction Sheet/Additional Award Sheet duly signed by the External Examiner and Director/Principal, along with seal of the Institute and date on each page.
5. List of absent students in Internal/External practical examinations.
6. Printout/copy of external practical marks submitted online duly signed by the External Examiner and Director/Principal along with seal of the Institute.
7. The marks column against each student's name should not be left blank and must clearly indicate either the marks awarded or "Absent."
8. **Any corrections in external marks must be submitted along with the above documents. Corrections/Revisions submitted after the due date or after declaration of result shall not be entertained by the University.**

Further, in case the name of any student is missing from the list, the details of such student(s) along with paper code-wise marks must be submitted on the Institute's letterhead or through an Additional Award Sheet duly signed by the External Examiner/Director/Principal of the concerned University School of Studies/Institute with the official seal of the Institute.

Your cooperation in ensuring timely and accurate submission of marks/documents shall be highly appreciated.

(Prof. Gulshan Kumar)
Controller of Examinations

Copy to :

1. Deans/Directors/Principals, University School of Studies and Affiliated Institutes.
2. Director, Academic Affairs, GGSIP University
3. Incharge (Result 1 to IV), Examination Division, GGSIP University
4. Incharge (Conduct), Examination Division, GGSIP University
5. Incharge (EDP), Examination Division, GGSIP University
6. AR to VC for kind information of Hon'ble Vice Chancellor, GGSIP University
7. AR to Registrar for kind information of Registrar, GGSIP University
8. Incharge, UITS with a request to upload the Notice on University website
9. Office Copy

12/11/26

[Amit Thakur]
Deputy Registrar & Incharge-Results