



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA NEW DELHI - 110078
(EXAMINATION DIVISION: RESULT-II BRANCH)

NOTICE

Sub: Collection & Submission of Internal/Practical OMR Award list End Term Examination, Nov-Dec, 2019– B.TECH Programme (Affiliated Institutes)

This is for information of all concerned Affiliated Institutes/Colleges conducting B.TECH Programm (s) that **Internal/Practical OMR Award list End Term Examinations (Nov-Dec, 2019) are available with the Result-Branch (B.Tech. Affiliated). All concerned are requested to kindly collect the same from 03.01.2020 onwards and submit duly filled Internal/Practical Award List (End Term Nov.-Dec., 2019) as per the schedule given below:**

Date & Time	Institute Code	Institute Name
09.01.2020	101	Ambedkar Institute of Advanced Communication Technologies & Research
	104	Amity School of Engineering and Technology
	115 / 512	Bharati Vidyapeeth's College of Engineering
	132 / 768	Guru Tegh Bahadur Institute of Technology
	133 / 965	HMR Institute of Technology & Management
10.01.2020	148 / 964	Maharaja Agrasen Institute of Technology
	150 / 963	Maharaja Surajmal Institute of Technology
	153	National Power Training Institute
	180 / 256	Delhi Technical Campus, Greater Noida
13.01.2020	207	Ch. Brahm Prakash Government Engineering College
	208	Bhagwan Parshuram Institute of Technology

Date & Time	Institute Code	Institute Name
	209	G. B. Pant Engineering College
	255	JIMS Engineering Management Technical Campus, Greater Noida
	272	Greater Noida Institute of Technology
	278	Delhi Institute of Technical & Mgt.
14.01.2020	156 / 962	Akhilesh Das Gupta Institute of Technology and Management
	553	B. M. Institute of Engineering Technology
	551	Mahaveer Swami Institute of Technology
	702	Delhi Institute of Tool Engineering
	552	Bhagwan Mahaveer College of Engineering and Management
		Trinity Institute Of Innovation In Professional Studies

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.

In case of any clarification, feel free to contact the undersigned at +91 11 25302273.

SD/-
(Neeraj Pant)
Section Officer

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 99102, 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	99102	ETMA 102	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.	Paper ID	Marks in words before correction /modification (In numeral)	Marks in words After correction /modification (In numeral)	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.



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078
(Examination Division: Result-II)

CHECK LIST

DOCUMENTS SUBMITTED FOR END TERM EXAMINATION
May-June 2019

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 2019 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.	Paper ID	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 2019.

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



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Internal/Practical/ NUES Papers Absentee Statement
(December 2019 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): M: _____ E: _____

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

CERTIFICATE

This is hereby certified that Internal Marks obtained by the Students (s) concerned and filled in OMR (Internal Award list) for the End Term Examinations (Nov.-Dec., 2019) have already been notified on Institute/College Notice Board for the information of all concerned.

Further, it is certified that once the Internal Marks submitted to the University will be treated as final and no representation will be made thereafter for the revision of the same.

(Dean/Director/Principal)

Institute/College Name:.....