



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

No. IPU/Exam/Result-V/2017-18/

Dated: 07.11.2017

**NOTICE**

**PG-DRP (USBAS), B. Tech. (USS) & M. Tech. (USS & Affiliated Institutes)**

**Submission of OMR Award Sheets & Practical/ NUES Attendance Sheets**

**December-2017 End Term Examination**

This is to inform all concerned that duly filled OMR Award Sheets of Theory (internal)/ Practical (internal)/ Practical (external)/ NUES papers along-with original Attendance Sheets of Practical/ NUES papers of PG-DRP programme running at USBAS, Bachelor of Technology programme(s) running at USICT, USBT & USCT and Master of Technology regular/weekend programme(s) running at University School of Studies & affiliated institutes for the Dec-2017 end term examination are to be submitted in the office of undersigned, i.e., Room No. 129, Examination Division, Administrative Block, Guru Gobind Singh Indraprastha University, Sector – 16 C, Dwarka, New Delhi – 110078, as per schedule given below:

<b>Date</b>	<b>University School(s)/ Affiliated Institute(s)</b>
17.01.2018	University School of Information & Communication Technology
18.01.2018	University School of Bio-Technology University School of Chemical Technology University School of Basic & Applied Sciences
19.01.2018	C-DAC NOIDA Indira Gandhi Institute of Technology Ambedkar Institute of Advanced Communication Technologies & Research Delhi Institute Tool Engineering

Further it is informed that the instructions regarding filling up and submission of the award sheets including those being reiterated below be scrupulously adhered to:

1. OMR award sheets should be filled with **Black Ball Point Pen** only.
2. Cello tape/ white fluid/ stapler pins etc. should not be applied on the OMR award sheets.
3. Due diligence should be exercised while filling marks/ marking students absent in OMR award sheets. **Modifications/ Overwriting/ Insertion of Students in OMR award sheets are NOT permitted.**
4. In case correction(s) in respect of any student(s) included in OMR award sheets become unavoidable then **“Statement of Correction(s) in OMR Award Sheets”** (as per format

given at **Annexure – A**) duly signed by all concerned and verified by the concerned Dean/ Director/ Principal should be submitted.

5. In case name of any student who is eligible to appear for Dec-2017 end term examination is not included in the OMR award sheets then “**Additional Award Sheet for Eligible Students**” (as per format given at **Annexure – B**) duly signed by all concerned and verified by the concerned Dean/ Director/ Principal should be submitted.
6. The concerned Dean/ Director/ Principal shall ensure that **only correct marks in respect of eligible students only** are submitted.
7. OMR Award Sheets should be arranged in ascending order of “**Page No.**” mentioned therein and corresponding “Statement of Correction(s) in OMR Award Sheets” and “Additional Award Sheet for Eligible Students” should also be arranged in two separate sets accordingly.
8. Attendance sheets of Practical/ NUES papers should be submitted in original along-with “**Practical/ NUES Papers Absentee Statement**” (as per format given at **Annexure – C**) duly signed by all concerned and verified by the concerned Dean/ Director/ Principal.
9. No. of “OMR Award Sheets”, “Statement of Correction(s) in OMR Award Sheets”, “Additional Award Sheets for Eligible Students” and “Absentee Statements” should be separately mentioned in forwarding letter to be issued by the concerned Dean/ Director/ Principal so that Examination staff can carry out a preliminary scrutiny on the date of submission itself and each & every sheet being submitted is properly accounted for.

All concerned Deans of University Schools of Studies & Directors/ Principals of affiliated institutes are hereby requested to ensure timely submission so as to facilitate timely declaration of Result.

**(Navin Budhiraja)**  
**Assistant Registrar**  
**In-Charge (Result-V)**

**Copy To:**

1. The Dean, University School of Information & Communication Technology
2. The Dean, University School of Bio-Technology
3. The Dean, University School of Chemical Technology
4. The Dean, University School of Basic & Applied Sciences
5. The Director/ Principal, C-DAC NOIDA
6. The Director/ Principal, Indira Gandhi Institute of Technology
7. The Director/ Principal, Ambedkar Institute of Advanced Communication Technologies & Research
8. The Director/ Principal, Delhi Institute Tool Engineering
9. In-Charge UCITIM, with request to upload on University website.
10. PS to the COE for information of the Controller of Examination.



Annexure - A

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

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

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



**Annexure - B**

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

**Additional Award Sheet for Eligible Students**  
**((Dec--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 Dec-2017.

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



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**Annexure - C**

**Practical/ NUES Papers Absentee Statement**  
**(Dec.--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**