



# Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078

Phone: 011-25302253 website: www.ipu.ac.in

**No. GGSIPU/EXAM/R-III/2016/001**

**Dated: 26<sup>th</sup> April 2016**

## NOTICE

**Sub: Submission of Internal/Practical OMR Award list E.T. Exam May – June 2016 – BBA (ALL)/MBA (ALL)/M.A.(ECO./ENG.)/M.Phil.(ENG.)/PGDWE Programmes**

This is to bring to the kind notice of all the Dean/Directors/Principal of affiliated colleges/Institutes conducting BBA/MBA/MA(English/Economics)/M.Phil (English)/PGDWE Programmes that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination May – June 2016 is as listed below:-

S. No.	Programme Name	Institute Name with Code No.	Date of Submission of OMR
1.	<b>MBA (ALL),</b>	All Institute/College/School	05.05.16 & 06.05.16 (10:00 AM to 5:00 PM)
2.	<b>MBA (SEM/IT)</b>	C-DAC Noida	13.05.16 (10:00 AM to 1:00 PM)
3.	<b>M.A. (English) M.A.(Economics) M.Phil.(English) PGDWE</b>	USHSS, GGSIPU	09.05.16 (10:00 AM to 1:00 PM)
4.	<b>BBA (ALL)</b>	CPJCHS (242 & 215) JIMSK (245 & 141) JIMS VK (142 & 214) JIMSR(504 & 140) KIHEAT (967) DCAS (122) DMPE (511) SGIT SCHOOL OF MANAGEMENT (247)	17.05.16 (10:00 AM to 1:00 PM)
		NDIM (506 & 155) IIMT (210 & 134) RDIAS (159 & 803) MAIM (147 & 611) BERI (113) LLDIMS (192) MEERA (906) DIAS (123)	18.05.16 (10:00 AM to 1:00 PM)

	MSIT - (551) JEMTEC GREATER NOIDA (255)	
	VIPS (298, 177, 198 & 971) DPSR (125 & 217) MSI (212 & 149) TIPS (240 & 206) SGTBIMT (902) BLSITM (205) SHDCHE (969) BPIBS (114)	19.05.16 (10:00 AM to 1:00 PM)
	IINTM(244 & 903) IITM(211 & 137) DIRD (124 & 900) KRCHE (515 & 193) BCIPS (505 & 612) TIAS (213 & 170) AIT (106) FIMT (901 & 514) GNIM (130)	20.05.16 (10:00 AM to 1:00 PM)

It is hereby informed that the internal/ practical award sheets are to be submitted to the **Section Officer, Result-III, Room No. 125, Examination Division, GGSIP University** on the respective dates as mentioned above.

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. Other annexures ('B'-'F') as mentioned in the instruction sheet are also enclosed.

It may 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.

Thanking you,

Yours faithfully,

Sd/-  
(Rajendra Kamath)  
**Section Officer (R-III)**

Encl: As above

**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.
6. 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, Director/Principal should issue a statement of corrections on letter head. (Format at **Annexure B**)
7. In case, the name of any student who is eligible to appear for internal/practical examination is not included in the OMR award sheet, the detail of such students along-with marks should be sent on separate sheet in the format enclosed (**Annexure C**). **Inclusion of details in the OMR sheet issued by Examination division is not permitted.**
8. The College/ Institute should also submit the list of detained student along-with the OMR Award Sheet in the Result Branch. If no student detained, No detention certificate is also required to be submitted. (**Annexure D**)
9. 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.
10. The College/ Institute should also submit the absentee statement during internal examination to the Result Branch. If no student was absent, **Nil** absentee statement should also be submitted. **The same shall be submitted in hard as well as soft copy in the annexure enclosed.** (**Annexure E**)
11. The checklist, format enclosed (**Annexure F**) should be filled while submitting the OMR Award Sheet.

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**Award List**

<b>Programme Code</b> .....	<b>Programme Name</b> .....
<b>Sem/Annual</b> .....	<b>Exam</b> .....
<b>Paper ID</b> .....	<b>PaperTitle</b> .....
<b>Institute Code</b> .....	<b>Institute Name</b> .....
<b>Max. Marks</b> .....	<b>Internal/External/Nues</b> .....

S. No.	Enrollment No.	Name	Marks in Figures	Marks in Word

**Name & Signature of Internal Examiner**

**Name & Signature of External Examiner**

**Name & Signature of H O D**

**Signature of the Dean/Director/Principal  
with date & seal**







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**CHECK LIST**

**DOCUMENTS SUBMITTED FOR END TERM EXAMINATION**

S.No.	Document	Yes/No
1.	OMR Award Sheet	
2.	Detention List	
3.	Correction Statement duly signed by Director/Principal, if any	
4.	Award sheet on plain paper, if any	
5.	Practical attendance sheet	
6.	Absentee Statement (Hard & Soft Copy)	

**Any other documents:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Signature of the Dean/Director/Principal  
with date & seal**