



Result-3 (Examination Division)
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/2020/

Dated: 03.10. 2020

NOTICE

Sub: Submission of OMR Award list E.T. Exam Sep. 2020 - MBA/ MBA FM/MBA IB/MBA IT/BBA (ALL)/B.COM (H) Programmes

This is to bring to the notice of all the Dean/Directors/Principal of affiliated colleges/Institutes conducting MBA/MBA FM/MBA IB/MBA IT /BBA (ALL)/BCOM (H) Programmes that the date for submission of Internal/Practical OMR Award sheet for the End Term Examination Sep. 2020 is as listed below:-

S. No.	Programme Name	Institute Name with Code No.	Date of Submission of OMR
1.	MBA , MBA FM, MBA IB, MBA IT	All Institute/College/School	12.10.2020 10.00 a.m. to 4.00 p.m.
2.	BCOM (HONS)	All Institute/College/School	07.10.2020 & 08.10.2020 10.00 a.m. to 4.00 p.m.
3.	BBA (All)	All Institute/College/School	07.10.2020 & 08.10.2020 10.00 a.m. to 4.00 p.m.

It is hereby informed that the internal/ practical award sheets are to be submitted to the **Assistant Registrar, Result-III, Room No. 125, 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 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.

Sd/-
(Dr. Ruchika Minocha)
Assistant Registrar (R-III)

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. The checklist, format enclosed at Annexure 'B' should be duly filled and placed in front during submission of the OMR Award Sheet.**
7. 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 in the given format.
8. 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. Inclusion of details in the OMR sheet issued by Examination division shall not be permitted.
9. The College/ Institute should also submit the list of detained student on letter head of the institute along-with the OMR Award Sheet in the Result Branch. If no student detained, No detention certificate shall be submitted by the Institute/College.
10. 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.
11. The College/ Institute should also submit the absentee statement during internal examination in the given format to the Result Branch. If no student was absent, **Nil** absentee statement should also be submitted.

12. It should be noted that all the documents as mentioned below shall be submitted to the Result Branch in printed/typed form (Since external practical marks would be awarded by External Examiner, the same would be accepted in handwritten format) on the scheduled slots for submission of OMR Award sheet:-

- **Format for submission of internal marks (whose name is not found in OMR)**
- **Statement of correction in the OMR Award Sheet**
- **Absentee Statement**

13. All the documents shall be e-mailed to the Result Branch in Soft Copy (Excel Sheet) one day prior to the scheduled slot for submission of OMR Award sheet. The soft copies of the excel sheet formats have already been sent to the Institutes through e-mail. In case, the e-mail is not received, the Institute shall take soft copy of the formats from Result Branch at the time of collection of the OMR Award Sheet.





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CHECK LIST

DOCUMENTS SUBMITTED FOR END TERM EXAMINATION

S.No.	Document	Soft Copy (Yes/No)	Hard Copy (Yes/No)
1.	OMR Award Sheet	Not applicable	
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	Not applicable	
6.	Absentee Statement		

Any other documents:

1. _____

2. _____

3. _____

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

INSTRUCTIONS FOR FILLING EXCEL SHEET

1. Separate Excel Sheets should be prepared for each programme. Such as an Institute conducting BBA, MBA & B.COM (H) Programme, should prepare separate excel sheets for each programme.
2. The following should be entered in the Excel sheet in the way given below:-
 - i. **Institute Code:** Each Institute is issued with Institute Code. The same should be mentioned in the column of Institute Code. Such as 612 in case of BCIPS or 114 in case of BPIBS
 - ii. **Programme code:**

039	MBA
593	MBA (FM)
143	MBA (IB)
199	MBA (IT)
017	BBA (G)
018	BBA (B&I)
019	BBA (CAM)
050	BBA (TTM)
888	B.Com (H)

- iii. **Batch :**

2017	In case of students of 2017 Batch
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- iv. **Semester:**

6	In case of 6 th semester
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- v. **Paper ID:** It should be noted that the right Paper ID is mentioned in the excel sheets. For Eg. Paper Code BBA 202, should be mentioned as 17202
3. It should be noted that the award sheet of practical external examination for the students whose name is not mentioned in the OMR Award sheet is submitted in handwritten hard copy (with sign of external examiner). The same marks should also be entered in the format of Excel sheet sent by you.
4. The entire format should be properly filled. Printouts of the same, duly signed by Dean/Director of the Institute/College should be sent via mail at result3.exam@ipu.ac.in one day prior to date of submission of OMR Award sheet in Room no. 125, Examination Division.
