
From: Controller of Examination
Sent: Sunday, April 28, 2024 9:01 PM
To: UPES-facultyddn

Subject: Award Sheet Submission Guidelines for End Semester Examination May 2024

Dear Faculty Colleagues,
Greetings!

To achieve the **Goal of declaration of results within 19 calendar days from the last day of the examination (15th May, 2024)**, it is imperative to submit Award Sheets on time and with accuracy. In order to accomplish the goal, the following are the guidelines for the submission of Award Sheets:

1. Evaluation and Submission to be completed **within 8 calendar days from the date of examination of the course**. This includes 1 day for receipt of Answer Scripts and 7 days for evaluation and submission.
2. It is to be noted that Marks Column cannot be left blank for any student. If any student was 'absent', please put 'AB' in the End Sem and Mid Sem Marks Column for the student. Also, if the student was absent in Internal Assessment (IA), please put '0' in the IA Marks Column for the student.
3. Once the evaluation is completed, the first step is to submit the soft copy of the Award Sheet. Before submission, it is recommended that the faculty members double-check the award sheets to eradicate the need of any revision afterward. Faculty members can submit soft copies of the Award Sheets via email. The following are the school-wise SPOCs for submission of Soft Copies of the Award Sheets via email:
 - SoCS – Manish Srivastava - mshrivastava@ddn.upes.ac.in
 - SoAE – Deepak Bijalwan- dbijalwan@ddn.upes.ac.in
 - SoHST – Amarjeet Singh- amarjeet.singh@ddn.upes.ac.in
 - SoD – Abhishek Thapa- abhishek.thapa@ddn.upes.ac.in
 - SoB – Sawan Lakhera- sawan@ddn.upes.ac.in
 - SoL – Shivam Sharma- shivam.sharma@ddn.upes.ac.in
 - SoLS and Exploratory – Nirmal Sharma- n.sharma@upes.ac.in
4. While submitting the soft copies of the Award Sheets, kindly put '**Award Sheet and Faculty Name**' in the subject line of the email.
5. Faculty members should not make any change(s) to the name of the award sheet file(s) that were sent to them.
6. Post the submission of the soft copies of the award sheets, the faculty can submit the hard copies of the corresponding award sheets **duly approved/signed by their school examination committee** along with the answer scripts at the Examination Office at their respective campuses as per the following schedule:
Morning Session: 10.30 AM – 12.30 PM
Evening Session: 2.30 PM – 4.30 PM
7. During the submission of hard copies of award sheets and answer scripts, marks will be tallied to ensure consistency. This might take a few minutes but we all know that it is important. In case of any inconsistency, the award sheets and answer scripts will be returned summarily to the faculty for rectification.
8. Once the submission of hard copies of award sheets and answer scripts is completed, the submission process is considered closed.

9. A Dashboard has been developed to capture the status of various stages of submission. This Dashboard will reflect School-wise and Faculty-wise submission and pendency status.

Please feel free to reach out for any support.