

# Meeting with DAVV affiliated College Principals

Presided

By

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# Agenda

- Understanding problems/ issues faced in sending/ receiving internal/practical marks.
- Discussion on timely submission of CCE, Practical, and project marks.
- Compilation of telephone directory information.
- Let DAVV and affiliated colleges work together as a team to improve the efficiency of examination system and ensure timely declaration of results.

# Problem #1

- Out of / Maximum Marks not as per scheme

# Problem #2

- Never group marks of two practicals into one, if as per scheme, they have different paper codes

# Problem #3

Always keep roll number as 12 digit number only  
(No – or / to be put in between)

123456789012 (correct)

12-345-6789012 (incorrect)

12/345/6789012 (incorrect)

first 5 digits are same, so write on the top(  
incorrect)

# Problem #4

- Confirm and reconfirm the number of students registered in the paper code

# Problem #5

- Clearly mention the session, course name, year, subject code, paper code, type along with details like Roll No, Name, Marks and marks in words

# Problem #6

- Always send marks in duplicate (foil/counterfoil)/ two copies of xerox and ensure the contents in hard copy match those in CD.

# Problem #7

- The student opts for one paper code and practical/ internal marks of another code sent by college.

# Problem #8

- Prepare a forwarding letter clearly indicating the summary of all the marks course wise, subject wise and number of students registered

# Problem #9

- Always send the marks in the format/template given by DAVV in excel format. (Scanned file or word format not acceptable)

# Problem #10

- The file name nomenclature should contain details like college name, course name, subject name and session.
- For example, gacc-jul-dec2010-ba1-english-cce-marks.xls

# Problem #11

- Verify/ re-verify the CD marks with the marks sent in hard copy.

# Problem #12

- Clearly mention the college name, course name and session on CD with permanent marker pen.

# Problem #13

- Please ensure the foil/ counter foil is duly signed by both internal/external examiner.

# Problem #14

- Re confirm/ re verify roll no, name and marks before sealing (It takes few extra minutes , but saves lot many days later).

# Problem #15

- Put the college seal on every foil/ counter foil.
- Also put college code seal on right top corner on every foil/ counter foil

# Problem #16

- If a student is not registered, do not put blank or N/A (Not appeared or applicable).
- Either allot marks or clearly mark as absent.
- Remove all the student names, who are not registered in the paper code from the foil/counterfoil.

# Future

- Considering these problems, university administration is planning for online entry of CCE, practical and sessional marks.
- However, this is possible only with support of all the affiliated colleges.

# Acknowledgements

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- Kuladhisachiv ji
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THANK YOU  
QUESTIONS & SUGGESTIONS?