

No. 2-5/2008-HPU(CCEW)-
Himachal Pradesh University
“Computer Centre Examination Wing”

Dated: Shimla-171005, the 22th December, 2014

To

All the Principals of Affiliated Colleges/
Colleges Maintained by the University,

Subject : Supply of Students Data (i.e. Cut Lists, Internal Assessment Awards and Practical Awards)on CD for TDC-III Year Annual UG Examinations (March, 2015)

Madam/Sir,

First of all let me thank you for extending all possible help and cooperation in the supply of data on the CD for previous years. However, more attention will avoid errors and improve the efficiency at the levels of the colleges and the University towards timely declaration of results, etc. The same process will help us this time also in timely declaration of the results. Therefore, you are requested to send the above mentioned data on the software provided to you last year or you can download these utilities from the university website (www.hpuniv.nic.in) under College-Corner option. So Kindly supply the cutlist data to the undersigned along with examination forms latest by 31st December, 2014 which is the last date already notified by the University for the receipt of examination forms from the colleges and Internal Assessment / Practical Awards entry may be sent by 15th March, 2015 as well as the Reports generated through the software utility i.e. the hard-copy of the I.A. and Practical awards entered which will be signed by the teacher concerned and countersigned by the respective Principals.

You are requested to install the MS-Office 2003 for the compatibility of these software utility before using them and also send the requisite information ONLY in the software utility provided to you and NOT in any other Word/Excel, etc. file format.

The following guidelines may please be adhered to for preparation of Cut Lists and I.A./Practical awards entry:-

- 1. The information in the CD be please supplied in respect of B.A/B.Sc./B.Com. Part - III and only Roll No. of the candidates may be entered for Cutlist entry.**
- 2. The Marks of Practical and Viva must be consolidated in all classes.**
- 3. The Internal Assessment may be given to all the students, the same will be entertained only once, which has been given in the main lot.**
- 4. You are requested to please send the requisite information ONLY in the software utility provided by the university.**
- 5.The Examination forms with photograph duly attested by the Principal concerned is compulsory, failing which the forms will be rejected straightaway.**

If your staff may find any problem in supplying the information in the software utility in the CD, the following experts of the University may be contacted either on Telephone No.(0177)-2831959 or by deputing official to the University for assistance:

**Telephone No.
(0177)-2831959**

Name

Dr. Mohini Bhardwaj, Programmer,

Sh. Rajesh Chauhan, Programmer

Email ID : coehpu@rediffmail.com

Early action in the matter will be highly appreciated and delay in sending the CD may delay the result for which the University will not be held responsible.

Yours faithfully,

Sd./-

Additional Controller of Examinations