

(This letter is to be sent positively for every session along with answer scripts & other relevant documents)

Number.....

Dated.....

To

Shri K Ramesh, A.R. (Exam -II)
SR&E Division,
IGNOU, Maidan Garhi,
New Delhi – 110 068.

SUB : SESSION – WISE CONSOLIDATED REPORT OF PRESENT AND ABSENT STUDENTS ;
TERM – END EXAM: JUNE / DEC.

Sir,

The session wise report of Present & Absent students for Morning / Evening session is as under :-

Exam Centre Code : _____ Date of Exam: _____ Session: _____

S. No.	Programme	Course	No. of students allotted at the centre	No. of students Present	No. of stray students	Total students present	No. of students Absent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

N. B.:- If none of the students has appeared in any of the courses, please mention '0' in column '5' & '7' above against that course.

Course wise number of answer scripts as above alongwith dispatch memo, attendance sheet, opening certificates, Absentee statement are also forwarded herewith.

Yours Faithfully,

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Exam Centre Supdt
With Exam Centre Stamp