



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
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Office of the Associate Dean  
(Academic Affairs)

Ref No.: RGIPT Jais/AR/2019-20/1

15<sup>th</sup> July 2019

To,

The Chairman, Senate RGIPT Jais

Sub.: Procedure for preparation of tabulation register of the students

Sir,

The following procedure is drafted for preparation of "Tabulation register" of the students for the consideration and approval of Academic senate, RGIPT, Jais.

- The Heads of the departments (HOD) will send the semester wise nominal roll within one month from the registration of the students to the office of the Dean Academic Affairs.
- The nominal roll will consist of the course no, course title, and course credit details for the semester for each student registered in that particular semester
- The HODs will assign two faculty members from respective departments to prepare two copies of the "Tabulation register" of each student.
- The two copies will be subsequently compared to ascertain accuracy and eradicate errors
- The final tabulation register will be sent to HODs to order declaration of results
- The tabulation register will be subsequently sent to the academic office for preparation of "Grade Sheet" and circulation among students

Yours Sincerely,

Umaprasana Ojha

(Associate Dean Academic Affairs)

*Approved*  
*A. Jais*  
*16/7/19*