

GUJARAT UNIVERSITY

BBA SEMESTER - II

(NEP – 2020)

SEC-126: Advanced Spreadsheet Tools

EXTERNAL PRACTICAL EXAMINATION (April/May 2024)

INSTRUCTIONS FOR AFFILIATED BBA INSTITUTES/COLLEGES

- 1) The External Practical Examination of above subject will be conducted on **2nd or 3rd or 4th May, 2024.**
- 2) Considering the total strength of the students, the practical examination must be completed within **1 (One)** working day on **any of the above mentioned dates.**
- 3) Considering the total strength of the students, the total number of students of institute should be divided into a batch consisting of **50 Students** each. Maximum time for a batch of 50 students is **1 (One) Hour.** The institute must put up a detailed batch-wise time-table on notice board.
- 4) The student will be evaluated on the basis of Practical Questions given by the External Faculty at the time of exam. Maximum marks for the practical examination is 25.
- 5) The format of Attendance Sheet and Mark-Sheet will be provided by Gujarat University on website.
- 6) Please keep a Photo copy or Carbon copy of only the Attendance Sheets at your institute for future reference.
- 7) In case of any query or doubt contact the Chairperson.
- 8) The marks should be submitted in the Mark-sheet in sealed envelope in the presence of the Head of the Institute on the day of the examination. All Mark-sheets will be submitted by the examiner to the University on the same day of the examination.

Controller of Examinations

Gujarat University
External Practical Exam-2024
BBA SEM-2 (NEP – 2020)
SEC-126: Advanced Spreadsheet Tools
MARK-SHEET

Time: _____

Date: _____

Batch: _____

Day: _____

Centre Name: _____

Center code : _____

Sr. No.	University Seat No.	Total Marks (out of 25)	Sr. No.	University Seat No.	Total Marks (out of 25)	Sr. No.	University Seat No.	Total Marks (out of 25)
1			21			41		
2			22			42		
3			23			43		
4			24			44		
5			25			45		
6			26			46		
7			27			47		
8			28			48		
9			29			49		
10			30			50		
11			31					
12			32					
13			33					
14			34					
15			35					
16			36					
17			37					
18			38					
19			39					
20			40					

Signature of the Examiner: _____

Name of the Examiner: _____

Contact No.: _____

Gujarat University
External Practical Exam-2024
BBA SEM-2 (NEP – 2020)
SEC-126: Advanced Spreadsheet Tools
ATTENDENCE SHEET

Time: _____

Date: _____

Batch: _____

Day: _____

Centre Name: _____

Center code : _____

Sr. No.	University Seat No.	Student's Signature	Sr. No.	University Seat No.	Student's Signature	Sr. No.	University Seat No.	Student's Signature
1			21			41		
2			22			42		
3			23			43		
4			24			44		
5			25			45		
6			26			46		
7			27			47		
8			28			48		
9			29			49		
10			30			50		
11			31					
12			32					
13			33					
14			34					
15			35					
16			36					
17			37					
18			38					
19			39					
20			40					

Signature of the Examiner: _____

Name of the Examiner: _____

Contact No.: _____