



# Guru Gobind Singh Indraprastha University

SECTOR-16C, DWARKA, NEW DELHI - 110078

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Tel. No. 011-25302259/60 E-mail: [examconduct2@gmail.com](mailto:examconduct2@gmail.com)

(Conduct Branch)

Ref. No.: GGSIPU/Exam/Conduct/11/2019

Dated : 15.10.2019

## NOTICE

**Sub: Schedule for collection & submission of Registration Chart(s) for all the Programmes for End Term Examinations (Nov-Dec., 2019)-Regular/Reappear.**

All the Schools/Affiliated Institutes & Colleges are hereby informed that the Registration Charts (RCs) for the End Term Examinations (Nov.-Dec., 2019) for Regular & Reappear students have been processed. All Schools/Affiliated Institutes & Colleges are hereby directed to collect the RCs from Conduct Branch, Examination Division, GGSIPU, Sector-16C, Dwarka, New Delhi-110075 **from 16.10.2019 onwards**. Duly checked & signed Registration Chart by the Students in respect of your School/Institute/College must be verified by the Dean/ Director/Principal and submit along with reappear fees to the Conduct Branch on or before **31.10.2019 by 03:00 PM positively**.

USS/Affiliated Institutes/Colleges must ensure to read carefully the instructions given in the Registration Chart before getting the same filled by the students.

In case student is not available during the period specified for verifying the data by the student (s), data must be verified by the Dean/Director/Principal and also signed by them against the student(s) concerned column.

'No Column' should be left blank. If left blank, specific status of the student must be mentioned like student left out, migration, etc. along with the document proof, if any. In the absence of the same, admission of the candidate will be treated as cancelled.

All Dean/Director/Principal please ensure that no ineligible students be allowed for sign the Registration Charts under any circumstances.

All the School/Affiliated Institutes/Colleges are also requested to submit a single Bank Draft/Demand Draft. In case of more than one DD, the same should be provided in the format given below in Soft and Hard Copy:

Sr. No.	Name	Enrolment No.	Semester	Batch	Code	Name of Bank	DD No. & Date	Amount
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This issues with the approval of the Competent Authority.

  
(Neeraj Pant)

Section Officer (Conduct)

### Copy to:

1. Finance Officer (Exam), GGSIPU-
2. Bank Manager- Indian Bank- with a request to allow the USS/Colleges/Institutes to directly deposit reappear fees.
3. PS to COE for kind information of Controller of Examinations (Operations) please.