



# Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078, Website: [www.ipu.ac.in](http://www.ipu.ac.in)

## EXAMINATION DIVISION

Ref. No.: GGSIPU/Exam/Conduct/11/2020/

Dated: 29-11-2020

### NOTICE

**Sub: Schedule for Collection & Submission of Registration Chart(s) for all the Programmes for End Term Examination (December-January 2020-21) – Regular/ Reappear**

All the Schools/ Affiliated Institutes & Colleges are hereby informed that the Registration Chart(RC's) for the End Term Examinations (December - January 2020-21) for Regular & Reappear students have been processed. All Schools/ Affiliated Institutes & Colleges are hereby advised to collect the RCs from Room No. 26, Conduct Branch, Examination Division, GGSIPU, Sec. 16C, Dwarka, New Delhi 110075 from **01-12-2020 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 **11<sup>th</sup> December 2020 by 3:00 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. alongwith the document proof, if any, in the absence of the same, admission of the candidate will be treated as cancelled and RC of the student will not be processed further.

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

All the Schools/ 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.

S. No.	Name	Enroll. No.	Sem.	Batch	Code	Bank Name	DD No. & Date	Amount
1.								

This issues with the approval of the Competent Authority.

(Dr. Vijay Kumar)  
Dy. Registrar, Conduct

Copy to:

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

*Kunal*  
29-11-20  
(Pradeep Kumar)  
Section Officer, Conduct