



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, NEW DELHI – 110078

(Conduct –Branch)

Ref. No.: GGSIPU/Exam/IC /384

Dated: 10.10.2018

NOTICE

Sub: Schedule for collection & submission of Registration Chart(s) for all the Programmes for End Term Examinations (Nov-Dec.,2018)- Regular/Reappear.

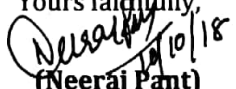
All the Schools/Affiliated Institutes & Colleges are hereby informed that the Registration Charts (RCs) for the End Term Examinations (Nov-Dec., 2018) for Regular & Reappear students from 2nd year students onwards are available with the Conduct Branch Examination Division. As far as issuance of Registration Chart for the student of first year is concerned, it is further informed that instead of issuing of RC from Examination Division, USS/Institute/College will submit the list of students admitted in the Academic Session 2018-19 along with Electives, if applicable, to the Conduct Branch, Examination Division in the format attached herewith as annexure 'A' (in soft as well hard copy).

All concerned are requested to collect the RCs from Conduct Branch, Examination Division, Room No. 31, GGSIPU, 16C, Dwarka, New Delhi-110078 from **11.10.2018** onwards. Duly checked & signed Registration Chart by the students and list of students admitted in the Academic Session 2018-19 in respect of your USS/Institute/College must be verified by the Dean/Director/Principal and submit along with reappear fees to the Conduct Branch on or before **22.10.2018 by 04:00 p.m. positively. LAST DATE TO SUBMIT RCS/LIST OF 1ST YEAR STUDENTS ALONG WITH REAPPEAR FEE I.E. 22.10.2018 WILL BE TREATED AS FINAL DATE AND NO RCS /LIST OF 1ST YEAR STUDENTS / REAPPEAR FEE WILL BE ACCEPTED THEREAFTER UNDER ANY CIRCUMSTANCES.**

All Dean/Director/Principal, please ensure that no ineligible students be allowed for sign the Registration Chart 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 enclosed herewith as Annexure 'B'.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Neeraj Pant)

Section Officer (Conduct)

To,

1. All Dean/Director/Principle-USS/Affiliated Institutes & Colleges
2. PS to COE for kind information of Controller of Examinations (Operations) please.
3. Finance Officer-III, GGSIPU.
4. Branch Manager, Indian Bank, GGSIPU Premises - with the request to allow the students to deposit fee.
5. Guard File

Annexure 'A'

USS/Institute/College Name: _____

Sr. No.	Name	Enrolment No. (Supporting Document, if not issued)	Prog.	Electives with Paper ID (If applicable)	Signature of Student
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Annexure 'B'

USS/Institute/College Name: _____

Sr. No.	Name	Enrolment No.	Semester	Batch	Code	Name of Bank	DD No. & Date	Amount
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(Handwritten signature)