NOTICE

Sub.: Schedule for collection & submission of Registration Chart(s) for MBA/LLB Programmes of all the USS/Affiliated Institutes/Colleges for End Term May-June, 2017 Examination.

All the USS/Affiliated Institutes/Colleges conducting MBA/LLB, programmes are hereby informed that the Registration Charts (RCs) for the End Term May-June, 2017 Examination (Regular & Reappear) have been processed. All USS/Affiliated Institutes/Colleges are hereby directed to collect the RCs from Conduct Branch-I, Examination Division, Sector 16-C, Dwarka, New Delhi-110078 on 22.03.2017 (Wednesday) at 11:00 AM onwards. These RCs duly checked & signed by the Students and verified by the Dean / Director / Principal of the respective Schools/Institutes/Colleges are to be submitted back along with Reappear fees to the Conduct Branch-I, Examination Division, Dwarka Campus by 31.03.2017 (Friday) by 03:00 PM positively. All are requested to kindly go through the Covering Letter/Instructions attached with the RCs. The Cover page of RCs duly signed and stamped by Dean/Directors/Principals is required to be submitted while returning the filled in RCs.

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

All the USS/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:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Code</th>
<th>Enrol. No.</th>
<th>Semester</th>
<th>Batch</th>
<th>Name of Bank</th>
<th>DD No.</th>
<th>MICR Code</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

(A.D. Lamba)

Copy to:
1. Finance Officer-II, GGSIPU.
2. PS to COE for kind information of Controller of Examinations (Operations) please.