# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi -110078
EXAMINATION DIVISION
(CONDUCT BRANCH)

Ref. No.: F6.(9)(1)/2026/Exam-Conduct/201 Dated: 17/11/2026

## NOTICE

**Sub: Distribution of Admit Cards (through online portal) and Practical Attendance Sheets for the End-Term Odd Semester Examinations of the University (November 2026 – January 2027).**

The Admit Cards for the End-Term Odd Semester Examinations of the University scheduled to be held during November 2026 – January 2027 shall be made available through the Examination Portal (https://examweb.ggsipu.ac.in/web/login.jsp) under the respective USS/Institute/College login. **The link for downloading the Admit Card will be active from 18.11.2026 to 23.11.2026.** The Practical Attendance Sheets shall also be shared online through email with the respective USS/Institutes/Colleges.

In this regard, all Deans/Directors/Principals of the respective University Schools of Studies (USSs)/Institutes/Colleges are requested to ensure the following:

1. The Admit Cards shall be distributed to the eligible students registered through the respective USS/Institute/College after due verification of their candidature. The students shall also be informed about the detailed examination schedule.

2. In case the photograph and/or signature of any student is not available on the Admit Card, a recent passport-size colour photograph and/or specimen signature of the concerned student shall be affixed in the space provided for the purpose. The same must be duly verified and authenticated by the Dean/Director/Principal of the concerned USS/Institute/College.

3. Students shall also be advised to carefully verify the Paper IDs, Paper Codes, Paper Titles and other particulars printed on their Admit Cards. Any discrepancy noticed must be brought to the notice of the Examination Division well before the commencement of the theory examination for necessary rectification.

4. Students shall also be instructed not to leave any blank pages between their answers in the answer booklet. All unused pages must be duly crossed out before submission of the answer booklet. Further, the **END PAGE STAMP** must be affixed on the last page attempted by the student.

5. All concerned are requested to take note of and ensure strict compliance with the **Notice dated 23.04.2026, issued vide Office Order Ref. No. 6(9)/(1)/2026/Exam-Conduct/002,** regarding zero tolerance towards possession of mobile phones/cell phones/smartphones and other electronic gadgets inside the Examination Hall/Room(s). A copy of the said Notice is enclosed for reference and necessary compliance.

6. The Deans/Directors/Principals must ensure that Admit Cards are not issued to any detained or otherwise ineligible candidate. In case an Admit Card is issued to any such candidate, the concerned USS/Institute/College shall be held accountable for the same.

7. The details regarding the allotted Examination Centre(s) must also be prominently displayed on the Notice Board of the respective USS/Institute/College so that students are duly informed in advance.

All Deans/Directors/Principals are further requested to ensure that the Practical and Theory Examinations are conducted smoothly, fairly and strictly in accordance with the prescribed Rules/Norms of the University.

**The bills pertaining to the conduct of Practical Examinations must be submitted to the Examination Division immediately, and in any case, within seven (07) days from the date of completion of the Practical Examinations.**

This issues with the approval of the Competent Authority.

**For any clarification or in case of an emergency, the following contact numbers may be used:**

| Branch | Contact Number |
|---|---|
| Conduct Branch – I | 011-25302259 |
| Conduct Branch – II | 011-25302260 |

**Encl.**: As above.

**Yours Sincerely**

**(Y. S. Kataria)**
**Incharge (Conduct)**

# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi -110078

EXAMINATION DIVISION

## Undertaking by the students at the time of issuance of End Term Examination Admit Card December 2026 - January 2027

I have read and understood all the instructions given vide Office Order Ref.No.6(9)/(1)/2026/Exam-Conduct/002 dated 23.04.2026 (Zero tolerance towards the possession of mobile phones/cell phones/smart phones and other electronic gadgets etc. in the Examination hall/room(s) - copy attached pertains to End Term Examination **(Odd Semester)** December 2026 - January 2027 and I do hereby undertake to abide by the directions issued by the Examination Division, GGSIP University.

| S. NO. | UNIVERSITY ENROLLMENT NO. | NAME OF STUDENT | SIGNATURE |
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**(Signature of issuing staff of Dept. / School/College)**

**Signature of Dean/ Principal/ Director with seal**

*** Original copy to be returned to the Conduct Branch, Examination Division, GGSIP University.*

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16-C, Dwarka, New Delhi -110078
EXAMINATION DIVISION

Ref. No.6(9)/(1)/2026/Exam-Conduct/..002 Dated: 23.04.2026

# NOTICE

It has been observed that students are casually bringing mobile phones/cell phones/smart phones and other electronic gadgets etc. to the Examination Centres despite repeated instructions issued in the datesheet, admit card, and regular announcements prohibiting the same.

The University authorities have taken serious note of this negligence and hereby direct all Directors, Principals, and Deans to sensitize students and strictly instruct them not to carry mobile phones/cell phones/smart phones and other electronic gadgets etc. into the Examination Hall/room(s).

Henceforth, any such incident will invite strict disciplinary action, which may include cancellation of the entire Semester Examination.

All concerned are therefore advised to exercise utmost caution and maintain zero tolerance towards the possession of mobile phones/cell phones/smart phones and other electronic gadgets etc. in the Examination Hall/room(s). Students must ensure strict compliance with these instructions.

(Prof. Gulshan Kumar)
**Controller of Examinations**

**Copy to:**

1. All Dean(s)/Director(s)/Principal(s) of USS/Affiliated Institutes with the request to disseminate the above among the students and also placed on Notice Board for information and compliance.
2. In-charge (Results), Examination Division, GGS Indraprastha University
3. In-charge (Server), Examination Division, GGS Indraprastha University
4. In-charge (EDP), Examination Division, GGS Indraprastha University
5. A.R. to VC for Kind information of Hon'ble Vice Chancellor, GGS Indraprastha University
6. A.R. to Registrar for kind information of Registrar, GGS Indraprastha University
7. SO to COF for kind information of Controller of Finance , GGS Indraprastha University
8. Project Director, UITS - for uploading the Notice on the University website
9. Office Copy

(Y.S. Kataria)
**Incharge (Conduct)**