



**Guru Gobind Singh Indraprastha University**  
Sector 16-C, Dwarka, New Delhi-110078, Website: [www.ipu.ac.in](http://www.ipu.ac.in)

**EXAMINATION DIVISION**

**A.D. Lamba**  
Deputy Registrar

Ph.: 011-25302261

E-mail: [examconduct2@gmail.com](mailto:examconduct2@gmail.com)

Ref. No.: GGSIPU/Exam/IC-II/

Dated: 13.10.2015

**NOTICE**

**Sub.: Schedule for collection & submission of Registration Chart(s) for B. Tech. (All Branches) Programmes of all the Affiliated Institutes/Colleges for End Term November-December, 2015 Examination.**

All the Affiliated Institutes/Colleges conducting **B. Tech. (All Branches)** Programmes are hereby informed that the Registration Charts (RCs) for the End Term Nov.-Dec., 2015 Examination (Regular & Reappear) have been processed. All Affiliated Institutes/Colleges are hereby directed to collect the RCs from Conduct Branch-II, Examination Division, Sector 16-C, Dwarka, New Delhi-110078 on **14.10.2015 (Wednesday) at 11:00 AM onwards**. These RCs duly checked & signed by the Students and verified by the Principal / Director of the respective Institutes/ Colleges are to be submitted back along with reappear fees to the Conduct Branch-II, Examination Division, Dwarka Campus by **26.10.2015 (Monday) 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 Directors/Principals is required to be submitted while returning the filled in RCs.

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

All the 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 | Code | Enl. No. | Semester | Batch | Name of Bank | DD No. | MICR Code | Date | Amount |
|--------|------|------|----------|----------|-------|--------------|--------|-----------|------|--------|
|--------|------|------|----------|----------|-------|--------------|--------|-----------|------|--------|

(A.D. Lamba)

*Copy to:*

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