



**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

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

Dated: 13.10.2015

**NOTICE**

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

All the Affiliated Institutes/Colleges conducting **MCA** Programmes are hereby informed that the Registration Charts (RCs) for the End Term November-December, 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
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(A.D. Lamba)

*Copy to:*

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