

S.No. (For office use only) \_\_\_\_\_

Dated: \_\_\_\_\_

To,

The Controller of Examinations (Operations),  
Guru Gobind Singh Indraprastha University,  
Sector 16-C, Dwarka, New Delhi – 110 078.

**Subject:** \_\_\_\_\_

Sir, I failed to complete \_\_\_\_\_ Years from \_\_\_\_\_ to \_\_\_\_\_ .

I sincerely request you grant me one mercy chance for the examinations of February 2016 and May-June 2016. I have \_\_\_\_\_ Papers to appear for, out of which I must clear at least \_\_\_\_\_ to get the degree.

**Programme :**

**Remaining Papers (Please filled in BLOCK Letters only):**

S. No.	Paper Code (Odd & Even)	Subject Name

**Students Details:**

<b>Name</b>	
<b>Enrolment No. &amp; Batch (Please specify if students admitted under B. Tech. – L.E.)</b>	
<b>Institute Name</b>	
<b>Contact No(s)–Residence &amp; Mobile No.</b>	
<b>E-mail Address</b>	
<b>Residential Address</b>	
<b>No. of Mercy Chances availed so far</b>	

*(Signature of the Student)*

*Name and Mobile No.*