



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi- 110078.**

**NOTICE**

**F. No. IPU/EXAM/COE/2013-14/**

**Dated: 19.08.13**


**Sub: Submission of application/undertaking of drop cases for issuance of Consolidated Marksheet & Provisional Certificate/Original Degree.**

Dear Sir/Mam,

This is with reference to submission of application/undertaking of drop cases for issuance of Consolidated Marksheet and Provisional Certificate/Original Degree, from the students who wish to drop some subjects in accordance with the scheme and syllabus of the respective programmes, for becoming eligible for award of Degree in the forthcoming Convocation of the University.

In this context, it is hereby informed that all such type of applications/undertaking duly recommended by the respective Institutes, should be submitted in the Examination Division, alongwith the enclosed proforma latest by 13<sup>th</sup> September, 2013. Applications received after 13.09.2013 will not be processed for award of final degree in this year and will be considered for next year Convocation. Moreover, these "Late Applications" would be considered for the issuance of Provisional Certificate and Consolidated Mark sheet only, as per practice.

With regards,

  
**Prof. Pravin Chandra**  
**Controller of Examinations**

Copy to :-

1. All Deans, University School of Studies
2. All Principal/Director of affiliated institutes.
3. Guard file.



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

**Application of drop cases for issuance of Consolidated Marksheet & Provisional Certificate/Original Degree**

Date .....

**Name of Student** : .....

**Father's Name** : .....

**Enrollment No.** : .....

**Institute Name** : .....

**Minimum Credits:.....**  
**Maximum Credits:.....**

To,  
 The Controller of Examination,  
 GGSIP University,  
 Sector 16-C, Dwarka  
 New Delhi - 110078  
 Sir/Madam,

I hereby solemnly state that I have earned..... Credits which are equal to or greater than the minimum number of credits prescribed for being eligible for the award of .....degree. I have appeared for my last End Term Examination conducted by the University in ..... (Month/Year). I have not been successful in earning maximum number of credits assigned and have consciously decided not to appear for the papers in which I have not been able to earn credits.

The details of which are as under:-

S. No.	Paper title	Paper ID	Credits assigned
1			
2			
3			

I therefore request you to kindly issue my Consolidated Mark sheet & Provisional Certificate/Original Degree taking into consideration the result declared up to .....

Yours sincerely

**Signature of Applicant**

**List of document enclosed:-**

1. Photocopies of All Semester Mark sheets/Result.
2. Migration Certificate Copy (If applicable)

**Forwarded by Dean/Director/Principal**  
**With Signature Seal and Date**