



**GURU GOBIND SINGH  
INDRAPRASTHA UNIVERSITY**  
SEC-16C, DWARKA, NEW DELHI – 110078



**EXAMINATION DIVISION**

No. GGSIPU/EXAM/COE/2020/ 21327


Dated: 22.09.2020

**NOTICE**

Sub: **Regarding Attendance Sheet / Absentee Data / Despatch Memo during final year / final semester theory examinations, September - October 2020**

All Centre Superintendents of End Term Theory Examinations for final year / final semester (September – October 2020) are required to provide Students' Attendance Sheet / Absentee Data and Despatch Memo (subject-wise and shift-wise) in original to the respective Result Branch of the Examination Division by next day of the examination held, for further processing of result preparation activities.

The Conduct Branch to inform all the Centre Superintendents, End Term Theory Examinations for final year / final semester (September – October 2020) to follow the aforementioned instructions for further speedy proceedings of the Examination Division.

  
(Prof. Prodyut Bhattacharya)  
Controller of Examinations (I/C)

**Copy to :**

1. All Centre Superintendents, End Term Theory Examinations (final year / final semester, September - October 2020).
2. In-charge (Conduct), Examination Division – **to inform all the Centre Superintendents.**
3. In-charge (Results), Examination Division – **to pass instruction to all result branches.**
4. In-charge, UITs – to upload the notice on the University website.
5. Office copy