



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

OFFICE COPY

APPLICATION FORM FOR VARIOUS EXAMINATION DOCUMENTS

Form No. _____

NORMAL

TATKAL

(1) Description of Service:-

(Please tick against required document)

| | | | |
|---|--------------------------|--|--------------------------|
| Dup. Consolidated Marksheet/Provisional Certificate (upto 6 months) | <input type="checkbox"/> | Transcript (upto 5 years) | <input type="checkbox"/> |
| Dup. Consolidated Marksheet/Provisional Certificate (upto 5 years) | <input type="checkbox"/> | Transcript (above 5 years) | <input type="checkbox"/> |
| Dup. Consolidated Marksheet/Provisional Certificate (above 5 years) | <input type="checkbox"/> | Transcript through Digital Mode | <input type="checkbox"/> |
| Dup. Marksheet per Semester/ Annual (up to 5 years) | <input type="checkbox"/> | Attestation of Documents | <input type="checkbox"/> |
| Dup. Marksheet per Semester/ Annual (above 5 years) | <input type="checkbox"/> | Dup. Degree (above 5 years) | <input type="checkbox"/> |
| Correction in Marksheet/Provisional Certificate/Degree | <input type="checkbox"/> | Dup. Degree (upto 5 years) | <input type="checkbox"/> |
| Certified copy of Evaluated Answer Sheets | <input type="checkbox"/> | Confidential Result | <input type="checkbox"/> |
| Rechecking (per paper) | <input type="checkbox"/> | Degree before Convocation | <input type="checkbox"/> |
| Inspection of Answer Sheets | <input type="checkbox"/> | Any other Certificate (Backlog etc.) | <input type="checkbox"/> |
| Consolidated Marksheet/Provisional Certificate (Drop Cases) | <input type="checkbox"/> | Verification and Authentication of Qualification | <input type="checkbox"/> |

Semester 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th

(Please tick against the applicable semester)

No. of Copies Required-_____

Candidate shall ensure that required documents are enclosed and requisite fee is paid before submitting application form (refer CITIZEN CHARTER and notification No.GGSIPU/EXAM/COE/2022/3828 dated 12th July, 2022)

(2) Personal Information:-

| | |
|--------------------------|--|
| Name | |
| Father's Name | |
| Phone No. | |
| Email Address | |
| Address of Communication | |

(3) Academic Detail:-

| | |
|------------------|--|
| Institute's Name | |
| Enrollment No. | |
| Programme | |
| Year of Passing | |

(4) Fee Details:-

| | | |
|----------------------------------|-----|-----------|
| Amount | Rs. | (in word) |
| Mode of payment (Online/Offline) | | |
| Challan No./ UTR No. | | |
| Date of Transaction | | |

(5) Documents enclosed (Self-Attested copy):- *(Please tick against the document(s) enclosed)*

| | | | |
|----------------------------|--------------------------|-----------------------------------|--------------------------|
| 1. Consolidated Marksheets | <input type="checkbox"/> | 4. Semester/Annual Marksheet | <input type="checkbox"/> |
| 2. Degree | <input type="checkbox"/> | 5. Authority Letter (in original) | <input type="checkbox"/> |
| 3. FIR (in original) | <input type="checkbox"/> | 6. Challan (in original) | <input type="checkbox"/> |

Student's Name:

Student's Signature:

Date _____

Name & Signature of verifying official

Student copy

| | | | | |
|---|--------------------|--|------------------|--|
| 1 | Student's Name | | Form No. | |
| | S/o/D/o | | Enrollment No. | |
| | Name of Programme | | Institute/School | |
| | Document Requested | | Fee Details | |

2 Verified the details

Date:

Name & Signature of official



Guru Gobind Singh Indraprastha University
Sec- 16C, Dwarka, New Delhi – 110078

RECHECKING

Fees – Rs. 1000/-

The Student will not be called. The University will examine the Answersheet for any totaling error or unevaluated answer, if any; accordingly the error will be addressed.

INSPECTION

Fees – Rs. 2500/-

The Student will be given a chance to inspect his/her answer sheet. The grievance related to Totaling error or unevaluated answer in the answer sheet will only be addressed .

No grievance other than the above mentioned details will be accepted.

Providing Certified Copy of Answersheet

Fees – Rs. 3000/-

The Student will be called in the University and will be given photo copy of the answer-sheet.

Grievance related to totaling error or unevaluated question in the answer sheet will only be accepted.

No grievance other than above mentioned details will be addressed.

NOTIFICATION

This notification is in supersession of the earlier rates of various Examination Fees approved in 66th Meeting of the Board of Management dt. 06.08.2018. The revised rates for various Examination Fees are approved as per following in 77th Meeting of the Board of Management dt. 14.06.2022. It is effective from 1st August, 2022.

RATES OF VARIOUS EXAMINATION FEES

| S. N. | Types of Examinations Fees/Items(s) | Rates (w.e.f. 1 st August, 2022) |
|-------|---|---|
| 1 | Reappear Examination Fees | Reappear fee per subject/ paper Rs. 1200/- |
| 2 | Supplementary Examination under Ordinance 10,11 & 25 Examination Fees | Reappear fee per subject/ paper Rs. 1200/- |
| 3 | Late Fees | Late fee for registration (regular/reappear) after due date within one week of delay: Rs.3000/- and after one week upto 04 weeks (before one week of commencement of examination) of due date: Rs. 6000/- |
| 4 | Rechecking Examination Fee per paper (Semester/ Annual) | Rs. 1000/- |
| 5 | Issue of Duplicate Examination Admit Card | Rs. 1000/- |
| 6 | Issue of Duplicate Mark Sheet per Semester/ Annual (upto 5 years) | Rs. 3000/- |
| 7 | Issue of Duplicate Mark Sheet per Semester / Annual (above 5 years) | Rs. 5000/- |
| 8 | Issue of Duplicate Consolidated Mark Sheet of the Programme or Provisional Certificate (Current Year/ Session upto six months of issuance of the original document) | Rs. 2500/- |
| 9 | Issue of Duplicate Consolidated Mark Sheet of the Programme (upto 5 years) | Rs. 5000/- |
| 10 | Issue of Duplicate Consolidated Mark Sheet of the Programme (above 5 years) | Rs. 7000/- |
| 11 | Issue of Duplicate Degree for a Programme (upto 5 years) | Rs. 8000/- |
| 12 | Issue of Duplicate Degree for a Programme (above 5 years) | Rs. 10000/- |
| 13 | Fees per paper for the arrangement of writer for accidental cases. | Rs. 2000/- |
| 14 | Transcript upto 5 years | Rs.2000/- each & Rs.10000/- for 25 transcripts |
| 15 | Transcript above 5 years | Rs.4000/- each & Rs.20000/- for 25 transcripts |
| 16 | Inspection of Answer Sheet as per Regulation | Rs. 2500/- |
| 17 | Providing Certified Copy of Evaluated Answer Sheet as per Regulation | Rs. 3000/- |

Approved by the BoM in its 77th Meeting dt. 14.06.2022

| S. N. | Types of Examinations Fees/Items(s) | Proposed Rates |
|-------|--|---|
| 18 | Attestation of Documents | Rs. 500/- per document |
| 19 | Transcript to be sent through digital mode from official E-mail I.D. of the concerned Result Branch on request of the University/ Institute/ Agency | Rs. 5000/- per University / Institute/ Agency (Indian / Foreign) |
| 20 | Issue of Transcript / Duplicate Semester Marksheet / Duplicate Consolidated Marksheet / Duplicate Provisional Certificate, shall be made available in 05 working days on 'Tatkal' basis over and above the prescribed fee. | Rs. 5000/- per document |
| 21 | Verification and Authentication of students' qualification etc. from the Private Agencies within India. | Rs. 3000/- per candidate |
| | The Government Agencies are exempted from the verification charges. | -- |
| 22 | Transcript if applied from Abroad and to be sent to Abroad in Universities/ Institutes/ Agency including verification / authentication of student qualification etc if applied. | US \$100 per transcript per University/ Institute/ Agency (upto 05 years) US \$150 per transcript per University/ Institute/ Agency (above 05 years) (Equivalent INR) |
| | If Transcript is required to be sent Abroad in 05 working days of applying on 'Tatkal' basis extra fee will be charged over and above the prescribed fee. | US \$50 per transcript per University/ Institute/ Agency (Equivalent INR) |
| 23 | Issue of Degree (before Convocation) | Rs. 5000/- |
| 24 | Issue of Confidential Result | Rs. 5000/- |
| 25 | Issue of any other certificate | Rs. 1000/- |
| 26 | Correction/ updation of Degree Certificate | Rs. 1000/- |

This is issued with approval of the Competent Authority.


(Nar. R.)

Controller of Examinations

No. GGSIPU/EXAM/COE/2022/3828

Dated: 12th July, 2022

Copy to:

1. All Deans/ Directors/Principals, USS/ University Centres and Affiliated Institutes/ Colleges, GGSIP University, Delhi
2. Director (Academic Affairs), GGSIP University, Delhi
3. Director (Development), GGSIP University, Delhi
4. Controller of Finance, GGSIP University, Delhi
5. Controller of Examinations-II, GGSIP University, Delhi
6. All Officers, Examination Division, GGSIP University, Delhi
7. Manager, Indian Bank, GGSIP University, Delhi
8. A.R. to Hon'ble Vice-Chancellor, GGSIP University, Delhi - *for information please.*
9. AR. to the Registrar, GGSIP University, Delhi - *for information please.*
10. UITS, GGSIP University, Delhi – for uploading on the University Website
11. Office copy


(Nar. R.)

Controller of Examinations

Approved by the BoM in its 77th Meeting dt. 14.06.2022



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SEC-16C, DWARKA, NEW DELHI – 110078



एक कदम स्वच्छता की ओर

75
आज़ादी का
अमृत महोत्सव

CITIZEN CHARTER

| S. N. | Description of Service | Required Documents | Contact Office for submission of Application | Contact Office for receiving of Document | Time Duration for completion of activity |
|-------|---|--|--|--|--|
| 1. | Consolidated Statement of Marks & Provisional Certificate in case of minimum credits (Drop Cases) | <ol style="list-style-type: none">Drop Case Application duly verified and forwarded by the respective College / USS.Photocopy of all Semester Marksheets.Photocopy of "No Dues Certificate" as received from the respective College / USS. | Reception Counter, Examination Division | Concerned Section Head | 15 working days after receiving of the request (in normal situation) |
| 2. | Transcript | <ol style="list-style-type: none">Application duly verified and forwarded by the respective College / USS.Photocopy of all Semester Marksheets / Consolidated Marksheet as the case may be and photocopy of Degree.Challan issued by Indian Bank against requisite fee. | Reception Counter, Examination Division | Concerned Section Head | 15 working days after receiving of the request (in normal situation) |
| 3. | Duplicate Semester / Consolidated Statement of Marks | <ol style="list-style-type: none">Application duly verified and forwarded by the respective College / USS.Photocopy of all Semester Marksheets / Consolidated Marksheet as the case may be.Challan issued by Indian Bank against requisite fee.FIR for missing document(s). | Reception Counter, Examination Division | Concerned Section Head | 15 working days after receiving of the request (in normal situation) |
| 4. | Duplicate Degree | <ol style="list-style-type: none">Application duly verified and forwarded by the respective College / USS.Photocopy of all Semester Marksheets / Consolidated Marksheet / Degree.Challan issued by Indian Bank against requisite fee.FIR for missing document. | Reception Counter, Examination Division | Concerned Section Head | 15 working days after receiving of the request (in normal situation) |
| 5. | Correction of Name in Semester Marksheet / Consolidated Marksheet / Provisional Certificate | <ol style="list-style-type: none">Application duly verified and forwarded by the respective College / USS.Original Semester Marksheets / Consolidated Marksheet / Provisional Certificate as the case may be.Challan issued by Indian Bank against requisite fee.Correction Order issued by Admission Branch (in case of major changes).Photocopy of Xth Class Marksheet in case of name correction.Photocopy of Admission Slip issued by the University. | Reception Counter, Examination Division | Concerned Section Head | 15 working days after receiving of the request (in normal situation) |

Approved by the Academic Council in its 53rd Meeting dt.02.06.2022

| S. N. | Description of Service | Required Documents | Contact Office for submission of Application | Contact Office for receiving of Document | Time Duration for completion of activity |
|-------|-----------------------------------|--|---|--|--|
| 6 | Attestation of Documents | <ol style="list-style-type: none"> 1. Application 2. Photocopy of Document(s) to be attested. 3. Original Document(s) issued by the University (to be produced at the time of Attestation). 4. Challan issued by Indian Bank against requisite fee. | Reception Counter, Examination Division | Concerned Section Head | 05 working days after receiving of the request (in normal situation) |
| 7. | Verification of Documents | <ol style="list-style-type: none"> 1. Request letter for verification of document(s) must be received from the Employer Organization and Universities/ Institutes/ Agency (India and Abroad). 2. Photocopy of Semester Marksheet/ Consolidated Marksheet/ Provisional Certificate/ Degree. 3. Fees will be charged from the Private Agencies. 4. The Government Agencies are exempted from the verification charges. | Reception Counter, Examination Division / official email id | Concerned Section Head (through post / official email id) | 15 working days after receiving of the request (in normal situation) |
| 8. | Medium of Instruction Certificate | <ol style="list-style-type: none"> 1. Application 2. Photocopy of Consolidated Marksheet. 3. Photocopy of Degree/ Provisional Certificate. | Concerned office of the Dean, University School of Studies | Concerned office of the Dean, University School of Studies | 07 working days after receiving of the request (in normal situation) |
| 9. | Migration Certificate | <ol style="list-style-type: none"> 1. Application Form duly filled by the student and verified by the concerned Dean/ Director/ Principal of USS/ Affiliated Institute. 2. Photocopy of Consolidated Marksheet. 3. Photocopy of Degree/ Provisional Certificate. 4. Admission Proof for further study i.e. Fee Receipt/ Admission Slip/ I.D. Card. 5. Challan issued by Indian Bank against requisite fee. | Facilitation Centre, Admission Branch | Facilitation Centre, Admission Branch | 15 working days after receiving of the request (in normal situation) |

Note: Marksheet will be disbursed free of cost for the first time to concerned School/ College/ Centre within 2 – 3 months of exam result publication. For other situation, fee will be charged as per norms.

Note: The term period delivery of service may be changed in the circumstances of genuine technical reasons and situation out of control.

Note: All Fees mentioned above will only be deposited in **Indian Bank** situated at the **University Campus at Dwarka, New Delhi**. The Bank will issue a Fee Challan against the fee deposited which will be further submitted alongwith the document (wherever applicable).



Approved by the Academic Council in its 53rd Meeting dt.02.06.2022