



EXAMINATION DIVISION (O/o the COE)

No. GGSIPU/EXAM/COE/2026/2806

Dated: 15.10.2026

NOTICE

Submission of Registration Chart for forthcoming End Term Semester Examinations of the University December 2026 - January 2027.

To facilitate the submission of the Registration Chart for the End Term Semester / Annual Examinations, tentatively scheduled for **Dec 2026 – Jan 2027**, University Schools of Studies, University Centers, and Affiliated Institutions/Colleges are requested to submit the Registration Chart online via the University portal. A link with detailed instructions for the submission will be provided on **Friday, 16th October 2026**, to the email IDs of the University Schools of Studies and Affiliated Institutes registered with the Examination Division. This link will remain valid until **Tuesday, 27th October, 2026**.

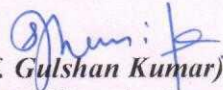
Students admitted in the Academic Year 2026-27 across various programs, whose names do not appear in the Registration chart, are required to fill the OMR sheet (Manually). All USS and affiliated institutes are, therefore, requested to collect the necessary Blank OMR sheets from the Conduct Branch as needed.

Late fee for registration (regular/reappear) after due date will be charged as per notification issued vide no. GGSIPU/EXAM/COE/2022/3828 dated 12.07.2022 (S. No. 03). A copy of the notification is attached.

All the University Schools of Studies / Affiliated Institutes are requested to kindly submit the hard copy of the Registration Chart alongwith reappear fee details (in duplicate alongwith filled OMR sheets, if any) to the Conduct Branch as per stipulated date given above.

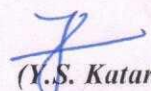
Instructions for filling up the Registration Chart for End Term are also attached for ready reference please (Annexure-I).

All the stakeholders are requested to adhere to the above mentioned schedule.


(Prof. Gulshan Kumar)
Controller of Examinations

Copy to:

1. All Deans/ Directors/Principals of USS / Affiliated Institutes.
2. In-charge (Server), Examination Division, GGS Indraprastha University, Delhi.
3. In-charge (Results), Examination Division, GGS Indraprastha University, Delhi.
4. In-charge (EDP), Examination Division, GGS Indraprastha University, Delhi.
5. A.R. to VC for kind information of Hon'ble Vice-Chancellor, GGS Indraprastha University, Delhi.
6. AR. to Registrar for kind information of Registrar, GGS Indraprastha University, Delhi.
7. SO to COF for kind information of Controller of Finance, GGS Indraprastha University, Delhi.
8. Manager, Indian Bank.
9. Project Director UITS – for uploading the Notice on the University Website.
10. Office Copy


(Y.S. Kataria)
In-charge (Conduct)



Guru Gobind Singh Indraprastha University
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EXAMINATION DIVISION
CONDUCT BRANCH



INSTRUCTIONS FOR FILLING UP THE REGISTRATION CHART FOR END TERM
EXAMINATION NOVEMBER 2026 – JANUARY 2027

1. **Corrections in Registration Chart (RC):** The corrections, if any, in the online submitted Registration Chart must be submitted in the prescribed format only. (copy of the format is enclosed)
2. **No Correction in Registration Chart (RC):** Even, if there is no correction in the RC, the prescribed format should be submitted duly signed by the Dean/Director/Principal marked as “NIL”.
3. **Registration Chart (RC) itself:** Correction should be made on hardcopy of RC as well as on the enclosed/attached format.
4. **Non-acceptance of Registration Chart (RC):** RC will not be accepted without the prescribed format as stated at Sr. No. 1 & 2.
5. **Separate Submission of RC and Fees:** Registration Charts, along with the applicable fee, must be submitted separately for each programme and shift. Combined RCs or consolidated fee payments for multiple programmes or shifts will not be accepted.
6. In case of reappear students, only check (✓), the papers against a student who has paid the reappear fees of the said paper. Under No Circumstances, the (✓) shall be marked while filling the RC, who has not paid the reappear fee.
7. **Proof of Fee Payment:** A proper fee Challan or Bank receipt must be submitted as proof of fee payment. Only UTR number or Transaction Number will not be accepted as valid proof of payment.
8. **Submission of Individual Student RCs:** Individual student Registration Charts must be submitted through proper channel will be accepted. Direct submission for RC by the students will not be entertained.
9. **MOOC Papers Fee Guidelines:**
 - a. **If candidate is appearing for the first time** in Regular End Term Examination of his Regular batch. No Reappear fee is required.
 - b. **If candidate has already cleared the exam but the result is awaited.** No Reappear fee is required. (Proof must be attached)
 - c. **If candidate is either Failed or Absent** he has to pay the Reappear fee for MOOC @Rs. 1200/-. per reappear paper.



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IRU

Registration Chart (RC) Correction Format November 2026 – January 2027

All the USS/Affiliated Institutes are required to give Correction/Discrepancy, if any as per below mentioned format on the official letter head of the Institute alongwith relevant documents.

Institute Name & Code :

Programme :

Sr. No.	Name of the Student	RC Page No.	Enrollment No.(11 Digit)	Paper ID/ Paper Code	Correction Required	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Dean/Director/Principal
(Signature with Stamp)

- The above format is mandatory.
- Even, if there is no correction in the RC, the prescribed format should be submitted duly signed by the Dean/Director/Principal marked as “NIL”.