



NOTICE

Subject: Implementation of Online Application System and Single Window Dealing Mechanism – Examination Division

This is to inform all concerned that the Examination Division has introduced an **Online Application System** for submission of requests for issuance of various examination related documents. The application link is available on the official University website i.e. <https://www.ipu.ac.in/onlinefees.php>

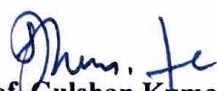
In order to enhance efficiency and improve public service delivery, a **Single Window Dealing System** has also been made operational w.e.f. **1st October, 2026** through the **Coordination Branch-cum-Reception** of the Examination Division. The key features of the system are as under:

- All applications whether submitted online or offline shall be accepted only at the designated Single Window counter.
- The students will get the information from the Single Window i.e. Coordination Branch-cum-Reception of Examination Division through email/phone (coordination.exam@ipu.ac.in/011-25302276) for collection of documents. Further, collection/issuance of documents shall be carried out exclusively through the Single Window counter.
- Entry of students and representatives of affiliated institutes into different branches of the Examination Division shall not be permitted except where specifically permitted.
- The system is designed to ensure transparency, systematic processing and reduced inconvenience to stakeholders.

All Deans/Directors/Principals of University Schools of Studies, University Centres and Affiliated Institutes/Colleges are requested to advise and encourage their students to utilize the online application facility to save time and reduce paper usage thereby contributing towards environmental sustainability. All the stakeholders are also requested to cooperate in the smooth implementation of this initiative.

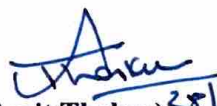
It is further clarified that students who have already submitted their applications through the online portal are “NOT” required to submit the same application in offline mode. Online applications will be processed, as per procedure.

This notice may be given wide circulation for information and compliance.


(Prof. Gulshan Kumar)
Controller of Examinations

Copy to :-

1. Deans/Directors/Principals, University School of Studies/University Centres and Affiliated Institutes/Colleges
2. Director, Academic Affairs, GGSIP University
3. Incharge (Results), Examination Division, GGSIP University
4. Incharge (Conduct), Examination Division, GGSIP University
5. Incharge (EDP), Examination Division, GGSIP University
6. AR to VC for kind information of Hon'ble Vice Chancellor, GGSIP University
7. AR to Registrar for kind information of Registrar, GGSIP University
8. Incharge, UITS with a request to upload the Notice on University website


(Amit Thakur) 28/09/26

Deputy Registrar & Incharge, Co-ordination