



UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

Ref. No. Exam.VII /2016/452
Dated 17th June, 2016 23/6/16

NOTIFICATION

Subject: **PROCEDURE FOR SUBMISSION OF EXAMINATION FORM FOR UNDERGRADUATE COURSES.**

The following procedure approved by the competent authority of the University shall be followed by the Colleges for submission of examination forms of students of Undergraduate courses with effect from the academic session 2016-2017:

- The students shall fill the examination forms at the time of admission/readmission to a particular course of study for a particular semester/year after payment of the prescribed examination fee. (For example, a student taking admission in Part I of a particular course shall fill up separate examination forms for the I and II Semesters alongwith the admission forms and so on for the rest of the semesters (i.e. Part II and III). The examination fee collected shall be sent immediately to the examination wing.
- The students shall fill the details of the paper/s of previous semesters in which they are reappearing on account of either essential repeat or improvement in advance in the examination form.
- In cases, where the results of the students are declared changed through notifications issued by the examination wing either due to revaluation or clearance of UFM cases, the principal of the colleges shall be authorized for the submission of examination forms. The last date for submission of examination forms in such cases shall be finalized by the Principal in consultation with the Examination wing.
- In cases of ex-students, the same procedure for submission of examination forms shall be followed as for the regular students. The last date for submission of examination forms in such cases shall also be finalized by the Principal of the college.

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- The examination forms after proper checking/scrutiny shall be kept in store by the college. The data in the examination forms of students for the respective semesters shall be uploaded through the developed software as and when the link for the same is opened for the colleges by the examination wing well before the beginning of the examinations.
- The college shall notify the above information on the College website and prominently on the college notice board.

Vinay Gupta
22/6/16
(Prof. Vinay Gupta)
Dean (Examinations)

Copy to:

1. The Proctor, University of Delhi, Delhi-110007.
2. The Dean, Student's Welfare, University of Delhi, Delhi-110007.
3. The Principals of all Colleges of University of Delhi
4. The Director, Delhi University Computer Centre with a request to upload the notification on the University website.
5. The Joint Dean, Students Welfare and Media Coordinator, University of Delhi, Delhi-110 007.
6. The Joint Registrar, Vice-Chancellor's Office, University of Delhi, Delhi-110 007.
7. The Deputy Registrar, Academic, University of Delhi, Delhi-110 007.
8. The Assistant Controller of Examinations, South Delhi Campus for necessary action.
9. The S.P.A. to Pro-Vice Chancellor.
10. The S.P.A to Director, South Delhi Campus, University of Delhi, Delhi-110007.
11. The P.A. to Dean of Colleges, University of Delhi, Delhi-110 007.
12. The P.A. to Registrar, University of Delhi, Delhi-110007.
13. O/o the students Union, University of Delhi, Delhi-110 007.

H. Pandey
Assistant Controller of Examinations (Conduct)

Aswani