



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078, Website: www.ipu.ac.in

EXAMINATION DIVISION

Ref. No.: GGSIPU/Exam/Conduct/2020/

Dated: 23/5/2020

To,

Dean/Director
USS/Affiliated Institute
GGSIPU

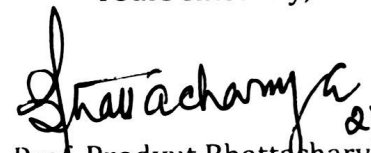
Sub: Reg. Conduct and Evaluation during Term Examination (June-July 2020).

Dear Sir/Madam,

It is to inform that End Term Theory Examinations (Even Semester) are scheduled to be held in the month of June-July 2020. In order to finalize various examination activities and also expedite the process of evaluation of theory papers etc, you are requested to mail the following details of your USS/Institute/College in the enclosed Annexure/Forms to examconduct2@gmail.com positively by **31st May 2020**

1. List of Elective & Core subject offered during the current Semester (Annexure A-I & A-ii),
2. Strength of Students (Regular+ Re-appear) (Annexure B-i & B-ii),
3. Faculty Data for Evaluation (Annexure C),
4. Details of Faculty Members for deployment as University Representative (Annexure D),
5. Undertaking regarding Infrastructure facilities for Conduct and Evaluation of End Term Theory Exam (Annexure E)

Yours sincerely,

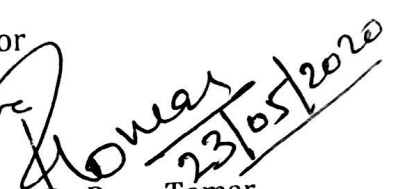

Prof. Prodyut Bhattacharya

I/C Controller of Examinations

Encls. : As above.

Copy to:

1. PS to Vice Chancellor, for information to Hon'ble Vice Chancellor
2. PS to Registrar, for information to Registrar
3. Incharge UTS for uploading notice with annexure


Dr. Renu Tomar
(Incharge Conduct)

LIST OF CORE & ELECTIVE SUBJECTS OFFERED DURING THE CURRENT SEMESTER (June-July 2020)

Name of the Institute with Inst. Code :

.....

Sr. No.	Programme Name	Programme Code	Core Subjects			Elective Subjects		
			Paper ID	Subject ID	Subject Title	Paper ID	Subject Code	Subject Title
....

Name of the Principal/Director/HoD
Attested by Institute with Stamp

LIST OF ELECTIVE SUBJECTS OFFERED DURING THE CURRENT SEMESTER (June-July 2020) "STUDENT-WISE"

Name of the Institute with Inst. Code :

.....

Sr. No.	Programme Name	Programme Code	Student Name	Enrolment No.	Paper ID	Paper Code	Paper Title
....

Name of the Principal/Director/HoD
Attested by Institute with Stamp

ACTUAL NUMBER OF STUDENTS (REGULAR + REAPPEAR) TO BE APPEARED IN END TERM EXAMINATION
(THEORY – EVEN SEMESTER) TO BE HELD IN JUNE – JULY 2020

Name of the Institute with Inst. Code :

.....

Name of Programme	2 nd Semester		4 th Semester		6 th Semester		8 th Semester		10 th Semester	
	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift
1.										
2.										
3.										
4.										

Name of the Principal/Director with stamp

Name :

Mobile No. :

Email Id:

ACTUAL NUMBER OF STUDENTS (REGULAR + REAPPEAR) TO BE APPEARED IN END TERM EXAMINATION
(PRACTICAL - EVEN SEMESTER) TO BE HELD IN JUNE - JULY 2020

Name of the Institute with Inst. Code :

.....

Name of Programme	2 nd Semester		4 th Semester		6 th Semester		8 th Semester		10 th Semester	
	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift	1 st Shift	2 nd Shift
1.										
2.										
3.										
4.										

Name of the Principal/Director with stamp

Name :

Mobile No. :

Email Id:

Proforma for Faculty Members Detail for EVALUATION of Theory Subjects

S. No.	Subject Code	Subject Name	Faculty Name	Res. Address	Mobile No.	E-mail Id
1.						
2.						
3.						
4.						
5.						

** Please attached the E-1 Proforma for Appointment of Evaluators separately.*

Appointment of Evaluator Proforma can downloaded from the University website i.e

<http://ipu.ac.in/public/ExamForms/evalutoricard300416.pdf>

**Name of the Principal/Director
Attested by Institute with Stamp**

Proforma w.r.t. Deployment of Faculty Members as University Representative (UR) during End Term Theory Examinations (Minimum 10)

Name of the Institute with Inst. Code :

S. No.	Name of Faculty/Officer	Designation	Status (Permanent/ Quasi Permanent/ Temporary)	Academic Qualification	Experience (in yrs)	Res. Address	Mobile No.	E-mail Id	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11									

Name of the Principal/Director

Attested by Institute with Stamp



GURUGOBINDSINGHINDRAPRASTHAUNIVERSITY

Sector-16C, New Delhi-110078 Website: www.ipu.ac.in

CONDUCT BRANCH

(EXAMINATION DIVISION)

ACCEPTANCE FOR CONDUCT AND EVALUATION OF END TERM EXAMINATIONS (THEORY) (June-July 2020)

(PLEASE FILL ALL COLUMNS IN CAPITAL LETTERS)

1. Name of Institution :

(Complete Address with Phone No) :

.....

.....

.....

.....

.....**Pin Code** :

Tel. No. :

Fax :

Res :

Email :

(i) Shifts : Morning/Evening/Both
(Please tick)

(ii) a) Nearest Bus Stand :

b) Nearest Police Station :

(iii) Bus Routes No :

(iv) Nearer to some Prominent Place :

2.Name of the Centre Superintendent (Conduct and Evaluation):.....

(Director/Principal only)

Residential Address :

.....

Mobile No :

Fax :

Res :

3.Name of the Deputy Superintendent (Conduct):.....

Residential Address :

.....

Mobile No :

Fax :

Res :

4. Name of the Deputy Centre Superintendent(Evaluation):.....

(Senior Most Regular Professor)

Residential Address :

Fax :

Mobile No :

Fax :

Res :

5.Infrastucture facilities

A Conduct Exam Center

i. Seating Capacity(Conduct) :

ii. Total No. of Rooms :

iii. No. of Rooms with CCTV Camera's :

- iv. No. of Rooms without CCTV Camera's :
- v. No. of Heavy Duty Xerox Machine/ Printer etc. :
- (Minimum two printers of 50 page per minute capacity)*
- vi. Seating Capacity in each Room :
- (Maintaining social distancing norms of GOI)*
- vii. Alternative arrangement in case of Electricity Failure :
- viii. Security arrangement :
- ix. Number of Permanent Faculty Member (s) :
- x. Number of Non teaching Staff :

B Evaluation Center

- i. Seating Capacity(Evaluation) :
- ii. Total No. of Rooms :
- iii. No. of Rooms with CCTV Camera's :
- iv. No. of Rooms without CCTV Camera's :
- v. Seating Capacity in each Room :
- (Maintaining social distancing norms of GOI)*
- vii. Alternative arrangement in case of Electricity Failure :
- viii. Security arrangement :
- ix. Number of Non teaching Staff :

6. Any other Information :

Note: C.S must ensure (i) Conduct and Evaluation of the examination is strictly followed as per norms of the University (ii)Conduct and Evaluation processes are followed as per Social distancing norms and Government guidelines in reference to COVID-19. (ii) Availability and proper functioning of CCTV camera, printer, photocopier, internet etc.

Dated:

(Signature of Director/Principal with Seal)