



(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

Website: www.gurugramuniversity.ac.in Email: conduct@gurugramuniversity.ac.in

No. GUG/Conduct/2024 244

Dated : 21-11-2024

To

- 1 All the Chairperson/In-charge
UTDs, Gurugram University, Gurugram
- 2 All the Principal of Colleges Affiliated with
Gurugram University, Gurugram

Subject: Regarding Filling up of Examination Form (Offline) for Improvement Examinations of Odd Semesters.

Sir/Madam

Kindly refer to the subject cited above. In this regards, I have been directed to inform you that the competent authority has approved to submit the offline Examination Forms for Improvement Examination in the prescribed format (attached) **up to 25-11-2024 (Monday)** in the Conduct Branch.

Further, it is also informed that the Examination form must be countersigned by the Principal of the College/Chairperson of UTD, duly attested photograph failing which the form will be summarily rejected.

This may be brought to the notice of students

**Assistant Registrar (Conduct)
For Controller of Examinations**

Encl: Examination Form

Copy to:

A copy of the above is forwarded to the following for kind information and necessary action:

1. Dean Academic Affairs/Deans of Faculties/Dean of Colleges/COE/Finance Officer
2. I/c, UCDAC for uploading on university website.
3. OSD to Vice-Chancellor/Assistant to Registrar for kind information
4. PA to COE

GURUGRAM UNIVERSITY GURUGRAM

Form for Improvement in Examinations

Name of the Candidate :

Father's Name :

University Registration Number :

College attended :

Details of Fee Paid:

Receipt No.:

Dated:

Amount:

Details for Improvement in Examinations:

Sr. No.	Program	Semester	Paper (complete Name)	Marks Obtained

Signature of the Candidate with Date

Countersigned by Principal of college/ Chairperson, UTD

Note:

1. The student is required to deposit the applicable fee in accounts branch of the University and attached the receipt alongwith this Form.
2. The incomplete forms/ without attested photograph/without fee/ not countersigned will be summarily rejected.
3. Details of applicable fee are mentioned overleaf.

Photograph duly attested by Principal of college/ Chairperson of the department is to be pasted.