

**MOST URGENT**



# Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078, Website: [www.ipu.ac.in](http://www.ipu.ac.in)

## EXAMINATION DIVISION

Ref. No.: GGSIPU/Exam/Conduct/2021/

Dated: 30-01-2021

To,

All the Deans/ Principals/Directors

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Ref. GGSIPU/EXAM/COE/2020/24617 dated 13-01-2021

Sub : 1. Request for deputing proctors for performing the duties of Online End Term Theory Examination – January –February 2021.

Sir/Madam,

Reference various circulars issued by the University regarding conduct of Online End Term Examination in the month of January – February 2021 for which the university is under process proactively.

In order to carry out the conduct of Online Proctored Examination in a smooth manner, online proctors will be deployed by the University.

Therefore, it is requested that every University School of Studies (USS)/ Self Financing Institutes (Affiliated Institutes) of GGSIP University shall forward the name of **atleast 10 or more regular faculties excluding which were sent earlier** for carrying out the duties of Online Proctors during the conduct of end term examinations. For this purpose the faculties, so deputed, should be instructed to mandatorily to report for duty of Online Proctors and should be categorically informed that non reporting should be treated as dereliction of duty attracting penal/disciplinary proceedings.

A mandatory training session will be arranged by the Agency to acquaint the Proctors with the process of Proctoring during the examination.

S.No	Name of the Faculty	Name of the Institution	Designation	Mobile Nos.	Email Id.

All the USS/ Affiliated Institute should forward particulars in the above detailed format in hard and soft copy in excel format (both) on the Emails : [examconduct@ipu.ac.in](mailto:examconduct@ipu.ac.in) & [coe@ipu.ac.in](mailto:coe@ipu.ac.in) latest by **Sunday, 31<sup>st</sup> January, 2021, 04:00 PM.**

(Prof.P. Bhattacharya)  
Controller of Examination, (I/C)

Copy to :-

1. All Dean of USS.
2. All Director/Principal of Affiliated Institute.
3. In-charge, UITS for uploading on University website.
4. Guard File.

(Dr. Vijay Kumar)  
Deputy Registrar (Conduct)