

## **NOTIFICATION**

As per the notification Ref. No./Dean(Exams.)/2020/1117 dated 26<sup>th</sup> October, 2020 received from the University of Delhi, the students are being notified about the process to follow in case of any grievance related to first phase of the Open Book Examination 2020.

The student must file an application, via e-mail, to the Nodal Officer of the college at [ugexam@sggsc.ac.in](mailto:ugexam@sggsc.ac.in) mentioning the following details:

Name

Course

Semester

Contact number

University Roll number

College Roll number

Subject

Unique paper code

Date of Examination

Name of the College Faculty

Details of the Grievance

Screenshot of the Result

Screenshot of the Exam submission e-mail, as proof, indicating the Date of Submission

Scanned copy of the Answer Script

Forward the same mail that you had mailed university at the time of exam

**The application must be submitted within 10 days from the date of declaration of the result.**

The students whose results have not been declared or are shown absent in any paper(s) must also follow the above process within the stipulated time period.

**Kindly treat this notice as urgent.**

**Dr. Taranjeet Kaur**

**(Nodal Office, Examination)**

Associate Professor

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University of Delhi