



# UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

To,

The HOD/Principal,

Ref. No.:/EDP/2016/0905

Date:28/10/2016

11/11/16

**Subject: - Processing of changes in Internal Assessment of Undergraduate/Post-Graduate students after declaration of results**

Sir/Madam,

Every year Examination branch receive many requests from Departments and Colleges, for giving Fresh/Revised Internal Assessment Marks to various students of Undergraduate/Post-Graduate courses due to errors committed by the Departments and Colleges at the stage of compilation/submission of Internal Assessment Marks.

"I.A. RECTIFICATION REQUEST FORM" is being provided (copy enclosed). Departments/Colleges are required to provide this form to students for processing. The form can also be downloaded from our website [www.du.ac.in](http://www.du.ac.in).

**The procedure for requesting the change is as follow:-**

1. The student will submit the duly filled in "I.A. RECTIFICATION REQUEST FORM" to the college, requesting for required change in I.A.
2. The HOD/Principal will authenticate the requested change and will forward the completely filled in "I.A. RECTIFICATION REQUEST FORM" along with original documents of House Exam, Assignments and photo copy of attendance duly verified by the HOD/Principal of the college and all the paras of this form should be filled by the Departments/Colleges.
3. The University on receipt of such requests (authenticated by the HOD/Principal) will process the cases on basis of documents provided.

Departments/Colleges are required to submit such requests to the University, Examination Branch after declaration of results and it will be accepted before the commencement of next semester examinations. Requests received after commencement of next semester examinations will not be entertained by university.

Filled in forms duly authenticated by the HOD/Principal, may be submitted by Departments/Colleges to O.S.D. (Examination), North Campus, Delhi University, Delhi-110007.

Thanking You,

Yours sincerely

*Vinay Gupta* 11/11/16

(Vinay Gupta)  
Dean (Examinations)

University of Delhi, Main Campus, Delhi-110 007 (India)  
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**NAAC**  
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**Professor Mamta Sharma**  
प्रोफेसर-प्राचार्य / Professor-Principal  
अदिति महाविद्यालय / Aditi Mahavidyalaya  
दिल्ली विश्वविद्यालय / University of Delhi  
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**UNIVERSITY OF DELHI**  
(INTERNAL ASSESSMENT RECTIFICATION REQUEST FORM)  
Request for rectification of Internal Assessment Marks for Nov./Dec.- 2016 Semester Examination.

1. Roll Number \_\_\_\_\_ 2. Name of Applicant \_\_\_\_\_
3. Course Code & Course Name \_\_\_\_\_ 4. Year / Semester \_\_\_\_\_
4. College \_\_\_\_\_ 5. Result of Candidate \_\_\_\_\_
6. Subject Information with Original I.A. and corrected I.A. marks.

S.No.	Subject Code	Name of Subject	←----- House Exam Marks	Original I.A Marks	-----> Attendance Marks	Total	←----- House Exam Marks	Corrected I.A. Marks	-----> Attendance Marks	Total
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

(Signature of Candidate)

P.T.O.

*Manish Sharma*



(TO BE FILLED IN BY COLLEGE)

7. Reason for rectification of Internal Assessment.t.

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8. What remedy has the Principal taken to ensure that the error is not repeated.

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9. Did the Student sign the Internal Assessment statement prior to submission of I.A. to the University. (YES/NO).

10. If answer to above query (S.No. 9) is YES, then why the student is seeking Rectification In Internal assessment now.

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11. Has the rectification been endorsed by the I.A. coordination committee of the college.

(Signature of I.A. Monitoring Committee Member)

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

(Signature of Principal with Stamp)

Note : The Principal of the college is requested to retain all documents related to I.A. at the college level. Any grievance raised by the student / stakeholder has to be addressed by the college with **documentary proof** in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected.