



**Indira Gandhi Delhi Technical University for Women**  
**Kashmere Gate, Delhi-110006**  
**EXAMINATION DIVISION**

No 08(04)/2016-IGDTUW/Exam/ 1106-17

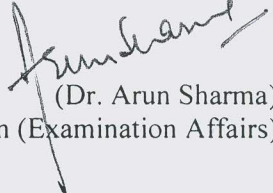
Dated : 25.10.16

Sub: Application of drop cases for issuance of Consolidated Marksheet and Provisional Certificate/Original Degree.

Please find enclosed herewith a format of application of drop cases for issuance of Consolidated Marksheet and Provisional Certificate/original Degree to passed out students of IGDTUW.

It is requested to inform the students of 2015 and 2016 passed out batches who have secured the minimum required credits for getting the degree but could not secure maximum credits of the course.

Kindly forward the applications of the concerned students in the Examination Division for the preparation of consolidated marksheets and provision certificates/original degree of the passed out students latest by 11<sup>th</sup> November 2016.

  
(Dr. Arun Sharma)  
Dy. Dean (Examination Affairs)

Encl:- as above.

No 08(04)/2016-IGDTUW/Exam/ 1106-17

Dated : 25.10.2016

Copy forward for information and necessary action to:-

1. All Deans.
2. All HODS.
3. PS to VC, IGDTUW.
4. PS to Registrar, IGDTUW.



**Indira Gandhi Delhi Technical University for Women  
Kashmere Gate, Delhi-110006.**

**Application of drop cases for issuance of Consolidated Marksheet & Provisional  
Certificate/Original Degree**

Date .....

Name of Student : .....

Father's Name : .....

Enrollment No. : .....

Minimum Credits : .....

Maximum Credits : .....

To,

The Dean of Examination,  
IGDTUW,  
Kashmere Gate,  
Delhi-110006.

Sir,

I hereby solemnly state that I have earned..... Credits which are equal to or greater than the minimum number of credits prescribed for being eligible for the award of .....degree. I have appeared for my last End Term Examination conducted by the University in ..... (Month/Year). I have not been successful in earning maximum number of credits assigned and have consciously decided not to appear for the papers in which I have not been able to earn credits. The details of which are as under :-

S.No.	Paper title	Paper ID	Credits assigned
1.			
2.			
3.			
4.			

I therefore request you to kindly issue my Consolidated Mark sheet & Provisional Certificate/Original Degree taking into consideration the result declared up to .....

Yours sincerely

Signature of Applicant

Email : .....

**Documents enclosed:-**

- Photocopies of All Semester Mark sheets/Results.

**Forwarded by Dean/ HoD of the branch  
With Signature Seal and Date**