



UNIVERSITY OF DELHI  
दिल्ली विश्वविद्यालय

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Ref.No. Dean(E)/2014/ 3099  
Dated: May 23, 2014.

**NOTIFICATION**

**Sub: Grievance Redressal Mechanism for Three Year & Four Year Undergraduate Courses.**

In continuation to the University Notification No. 6578 dated 03.12.2013 regarding in house grievance redressal mechanism for resolving the discrepancies of FYUP, it is notified for information to all concerned that order to streamline the process of discrepancy removal with respect to the result of Three Year and Four Year Under Graduate courses, all colleges shall adopt the following guidelines :

1. For discrepancies related to Four Year Undergraduate Courses, the students shall submit their applications related to Foundation Courses, Applied Language Courses and Discipline-I Courses at their respective Colleges. The Principal of the respective college after making the necessary corrections related with the college level will forward the completed applications to the O/o the O.S.D. (Examinations) University for further processing.
2. For absent cases in theory papers of DC-I, the applications shall be sent along with copy of the seating plan and attendance sheet.
3. For discrepancies related to practical examinations of Three Year Undergraduate Four Year Undergraduate Courses, the applications shall be sent along with copy of the attendance Sheet of examination for which the candidate has appeared and the award list maintained by the college.
4. For discrepancies in Internal Assessment of Three Year and Four Year Semester examination, the Principal of the respective college shall sent the request for change in the Internal Assessment in the prescribed 'I.A. Change Request Form' available on the University Website.
5. Discrepancies of Three Year Undergraduate Courses of North Campus shall be forwarded to the Office of the O.S.D. (Examinations) while the cases related to South Campus shall be forwarded to D.C.E. (South Campus). The discrepancies related to the Four year Undergraduate Courses of both North & South Campus will be sent to the Office of the O.S.D. (Examinations)
6. The College shall notify the above information on the College Website and prominently on the college notice board.

Principal's Office, Receipt No. 860 Date 26.5.14 Zakir Hussain Delhi College
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*Rup Lal*  
25/5/14  
PROF. RUP LAL  
DEAN (EXAMINATIONS)

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