

# Exam Form



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**COMMUNITY COLLEGE NAME: DELHI COMMUNITY COLLEGE**  
**ADDRESS: G 680,Raj Nagar-II,Dwarka,Sec-07,New Delhi-110077**  
**(Near Dada Dev Mandir)**  
**TERM-END EXAM MAY-JUNE/NOV-DEC**



Control No.	011-32474700
(For office use)	011-25366517

<b>INSTRUCTIONS</b>																																			
1. Use <b>BLACK BALL POINT PEN</b> in boxes using English capital letters or English numerals.																																			
2. Write in <b>CAPITAL LETTERS</b> only within the box without touching the lines as shown in the Sample below.																																			
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Programme Code	<input style="width: 100%;" type="text"/>	Community College Code	<input style="width: 100%;" type="text"/>
Enrolment No.	<input style="width: 100%;" type="text"/>	Exam Centre Code (if there are centre other than the CC)	<input style="width: 100%;" type="text"/>
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
<input style="width: 100%;" type="text"/>			
Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)			
<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>			
City & District			
<input style="width: 100%;" type="text"/>			
State & Pin Code			
<input style="width: 100%;" type="text"/>			

**COURSE OPTION:**

Course codes for which appearing at the exam including Practical Courses					
Fee @ Rs. 50/- PER COURSE					
S.No	Course Code	S.No	Course Code	S.No	Course Code
1.	<input style="width: 100%;" type="text"/>	5.	<input style="width: 100%;" type="text"/>	9.	<input style="width: 100%;" type="text"/>
2.	<input style="width: 100%;" type="text"/>	6.	<input style="width: 100%;" type="text"/>	10.	<input style="width: 100%;" type="text"/>
3.	<input style="width: 100%;" type="text"/>	7.	<input style="width: 100%;" type="text"/>	11.	<input style="width: 100%;" type="text"/>
4.	<input style="width: 100%;" type="text"/>	8.	<input style="width: 100%;" type="text"/>	12.	<input style="width: 100%;" type="text"/>

<b>HALL TICKET</b> <b>TERM-END EXAM MAY-JUNE/NOV-DEC</b>		<b>SELF ATTESTED RECENT PHOTOGRAP H</b>
1. NAME .....		
2. ENROLMENT NO. ....		
3. EXAMINATION CENTRE CODE .....		
4. COURSE CODE (s) (for which applied) .....		
5. ADDRESS (In case the CC is not the centre) .....		
SEAL OF THE COMMUNITY COLLEGE		SIGNATURE OF THE PRINCIPAL DATE:
Note: 1,2,3,4 are to be filled in by the students and 5 will be filled at the office.		

**FEE DETAILS** (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of			Total Amt.
Courses		X 50	
Practical Courses		X 50	
Late fee			
<b>TOTAL</b>			

Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at	
Issuing Bank	

<b>SIGNATURE OF THE STUDENT</b>	
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### **DECLARATION**

I hereby affirm that I have fulfilled all the requirement of continuous assessment as applicable for the above course (s) within the deadlines prescribed by the Community College. I also affirm that my registration for the above course (s) is valid and not time barred.

If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the Community College of IGNOU.

Date: .....

Place: .....

(Signature of the Student)

**Dates for submission of Exam Forms****For May-June TEE : 1 March to 30 April****For Nov-Dec TEE : 1 Sept. to 31 Oct.****INSTRUCTIONS FOR FILLING UP THE EXAM FORM**

1. Please retain the proof of submitting form till you receive Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of the Community College and payable at the city of its location is required to be sent along with the Examination Form.
4. Community College will notify a date on which the candidates will be asked to collect the Hall Ticket.
5. Change of Examination Centre, once allotted, is not permissible under any circumstances.
6. Please write correct course code (s) failing which the examinations results will not be declared.
7. Students are advised to enclose/forward only the Examination fee along with this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
8. Examination fee once paid will not be refunded/adjusted.

**INSTRUCTIONS:**

1. Bring your Hall Ticket on every examination day. Student will not be allowed to take the examination without the production of the Hall Ticket.
2. Do not scribble on the Hall Ticket and maintain it properly till the declaration of result.
3. You must reach the examination centre much before the notified time and should take your seat 15 minutes before the start of the examination.
4. A candidate will not be allowed to enter the examination hall if he/she arrives more than 30 minutes after the start of the examination.
5. Bring your own stationeries (like pen, pencil, eraser, ruler etc.)
6. Cellphones should not be brought at the examination hall.
7. Any kind of malpractice will be seriously dealt with.