



INTER OFFICE MEMO

Review Date:

From: Controller of Examinations

To: STUDENT NOTICE BOARD
 CC: Registrar, Exam Cell, Dean Office, COR,
 HODs & ERP, LMS & Website

08 April 2025

ISSUE OF PROVISIONAL DETAILED GRADE SHEET (DGS) MAJOR TEST DEC 2024

- Provisional DGS of Major Test Dec 2024 of all programmes are ready for their issuance from 08 April, 2025 onwards. Students may be asked to point out any mistake in DGS directly and personally to Controller of Examinations (COE), Room No.116 and not to the Department. Errors if any may be pointed out till **15 April, 2025** after which Final DGS will be printed and errors pointed out resulting in re-print will be against prescribed Fee.
- No request for change shall be entertained after 15 April, 2025** and DGS will be sent for final printing.
- Changes/Corrections in DGS after final printing shall be done only on payment of prescribed fee published on University website.

Details of the Contact Person & Place of Issue of Provisional Detailed Grade Sheets are as under:-

S.No	Branch	Contact Person	Place of Issue/ Room / Lab No.
1.	Department of Computer Science Engineering (B.Tech, M.Tech, BCA, MCA)	Mr. Vijay Budakoti (9267998778) (vijaybudakoti@ncuindia.edu) Mr. Vijay Pratap Singh (8527637491) (vijaypsingh@ncuindia.edu)	124
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3.	Centre for Media & Entertainment (B.Sc-SE, VC, VE&A) (BCA-GD, M&IT)	Mr. Roger Walker (8956166577) (roger.walker@seamedu.com)	219
4.	Centre for Language Learning [BA(Eng) & MA(Eng)]	Mr. Rajpal Singh (9891212561) (rajpalsingh@ncuindia.edu)	10
5.	Department of Management & Commerce [BBA, BCOM, BA(Eco)]	Mr. Dheeraj Singh (9837849305) (dheerajsingh@ncuindia.edu)	N-201 (New Building)
6.	School of Business (MBA)	Ms. Heena Sethi (7838222279) (heenasethi@ncuindia.edu)	N-402 (New Building)
7.	Department of Psychology [BA(Psy) & MA(Psy)]	Mr. Nikhilesh Kumar (9971293977) (nikhileshkumar@ncuindia.edu)	212
8.	School of Law [BLL, BBA-LL.B(Hons) & LL.M]	Mr. Abhishek Vats (8295120098) (abhishekvats@ncuindia.edu)	321
9.	Department of Applied Sciences (B.Sc-Maths & DS)	Mr. Sushil Verma (9716905307) (sushilkumar@ncuindia.edu)	Physics Lab
10.	Ph.D Cell (All Pre Ph.D)	Ms. Gauri Chadha (9891705325) (gaurichadha@ncuindia.edu)	11

Controller of Examinations

Date of Expiry: 15 May, 2025