

**AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)**

NOTICE TO THE 2013 & 2014 BATCH STUDENTS FOR GRACE / CREDIT DROP

Date: 1st July 2020

Reference to the GGSIPU Notice Reference No. GGSIPU/EXAM/COE/2020/18749 Dated 26/06/2020 regarding Transcripts/Grace Marks/Credit Drop/ Rechecking/Inspection of evaluated answer sheets uploaded on GGSIP University website.

As per the Clause (II) of above cited Notice of GGSIPU, the students of **2013 & 2014 Batch (Old Batch Students)** who wish to apply for **Grace Marks and Credit Drop** as per the University Norms are hereby informed that they may submit their application with the proof of concerned mark sheet/s as per the following guidelines:

1. The application should be **duly signed by the student** and may be **digitally typed or handwritten as per the specimen copy of the application attached below**. The copy of the concerned result (Mark sheet/copy of result) should be attached with the application as a proof in which student is seeking for Grace Mark/s or Credit Drop.
2. The students of **2014 Batch can not apply** for Credit Drop as this provision is **not applicable to their Batch**.
3. In case of **Credit Drop**, the student is require to submit **duly signed scanned copy of application, Credit Drop Form (available in GGSIPU Website) and proof of result**.
4. The student should send duly signed scanned copy of their application with the proof of their mark sheet/s **through email at narora1@amity.edu**.
5. Incomplete application for Grace Marks / Credit Drop shall not be accepted.

Sd/-

**PROF. (Dr.) ARVIND P BHANU
ACTING DIRECTOR, AMITY LAW SCHOOL, DELHI**

SPECIMEN COPY OF THE APPLICATION FOR GRACE MARKS/CREDIT DROP

Date:

**To
The Controller of Examinations
Guru Gobind Singh Indraprastha University
Dwarka**

Through: The Acting Director, Amity Law School, Delhi

Subject: Request to obtain Grace Marks / Credit Drop

Respected Sir,

I, **Name of the student, Enrolment No.** _____, **Batch**___ is a student of Amity Law School, Delhi would like to inform you that I have cleared all my papers of B.A.LL.B program except _____ (**Name & Code of the subjects**).

I have required ___ **Grace Marks or** ___ **Credit Drop** to fulfill the requirement of my B.A.LL.B Degree.

I have cleared my all papers except the above-mentioned paper/s and request you to kindly grant me _____ **Grace Marks or** ___ **Credit Drop to complete my degree**. The copy of the concerned Mark Sheet/s and Credit Drop form (if applicable) are attached herewith for your ready reference.

Further, I, hereby affirm that the information given by me in this application is correct. I am fully aware of the legal consequences and will bear the liability If any information is found false or misleading.

I shall be highly obliged you.

Yours Faithfully,

**Name & Signature of the student
Enrollment no.
Contact no.**