



Assessment, Evaluation and Student Progression (AES Division)

No.AUD/19-14/2022/AES/002

Dated:29.04.2021

CIRCULAR

AES Division was established vide notification no **AUD/3-1(1) HR/2016/957** dated 25th May 2016 to look after the issues related to Assessment, Evaluation and Student Progression.

AES Division issues the consolidated transcripts according to the students' grades entered by the faculties in the ERP software and issues the degree to the students as per the information available on ERP.

AES division has been receiving a large number of request from all the schools or directly through the students for issuance of duplicate transcript/degree with corrected name of their father/mother/self.

In this context, all the schools of Dr. B. R. Ambedkar University Delhi are requested to follow the following measures.

1. At the time of admission of student, School concerned should diligently verify all the details of the student from their educational qualification certificates.
2. Ensure that all the personal details filled in online form, manual form and in educational certificates must be same and there should be no discrepancies in personal details of students.
3. If any discrepancies are found in online form filled by the student concerned, the same must be reported to the Student Services Division for immediate correction, while AES division strives to address these request at earliest through due process, such errors reflect poorly on the University. We would therefore like to strive towards a "Zero Error" policy for documents issued by AUD.
4. As the Degree/Transcripts is issued on the basis of online data available on ERP, the data must be correct in all respect to ensure "Zero Errors".

5. Students, specially those of graduating batches, must be advised to verify details, including the spelling of their own and parents name on the ERP.

We earnestly seek your cooperation in this matter.



Dean (AES)

Copy to:

1. Office of the Vice Chancellor, AUD.
2. Registrar, AUD.
3. All Deans of School/Centres, AUD
4. All Deputy Registrars/Assistant Registrars, AUD
5. Web Master-for uploading on University Intranet.
6. Notice Board