F.No: 58-10(6)/2025/USAR/Admn./11412

Dated: 29.07.2025

Subject: Physical Reporting of Candidates Admitted to B.Tech (CET Code: 131) and Lateral Entry B.Tech (CET Code: 128) at USAR

As per Notice No. IPU-7/DI(Academic)/Online Counselling/2025/996, the reporting of candidates who have taken admission in B.Tech (CET Code: 131) and Lateral Entry B.Tech (CET Code: 128) in USAR is scheduled as per the following schedule.

S.No	Programme	Venue	Date & Time
1.	B.Tech (AI&DS) and LE-B.Tech (AI&DS)	A-004, Lecture Hall	30th July 2025 31st July 2025 11AM - 5PM
2.	B.Tech (AI&ML) and LE-B.Tech (AI&ML)	A-005, Lecture Hall	
3.	B.Tech (IIOT) and LE-B.Tech (IIOT)	B-003, Lecture Hall	
4.	B.Tech (A&R) and LE-B.Tech (A&R)	B-004, Lecture Hall	

The list of documents to be submitted/detailed procedure is given below:

A. Collect the GGSIPU Admission File from the Reporting Desk.

B. Fill your details on the file cover:

- Write your JEE CRL Rank at CET Rank on file cover (For. B. Tech Candidates only).
- Write your GGSIPU Application Number at CET Roll number on file cover (For. B. Tech Candidates only).

C. **Prepare Two Sets of Documents:**

#	List of Documents
1.	Seat Allotment Letter
2.	GGSIPU Candidate Profile/Online Registration Form 2025 (From GGSIPU Admission Portal)
3.	Online Document Verification cum Seat Acceptance Letter

4.	Proof of Part Academic Fee (From GGSIPU Admission Portal) Rs.96,000
5.	Duly Filled and Signed Admission Verification Form (Appendix-6)
6.	JEE Mains 2025 score Card/ CET Admit Card and JEE Mains 2025 Admit Card
7.	Photocopy of Class 10th Marksheet (For Date of Birth Verification)
8.	Photocopy of Class 12th Marksheet (For B. Tech Candidates) Photocopy of All semester Diploma Marksheet (For LE-B. Tech Candidates)
9.	Original Physical Fitness Certificate / Medical Certificate duly signed by MBBS Doctor /CMO/Government Hospital Doctor (Appendix-5) (Attach Photocopy of same in other set)
10.	Original Character Certificate (Not older than 6 months)(Attach Photocopy of same in other set)
11.	Reserved Category Certificate (If Any) Duly Filled Appendix 1 for the Defence Category
12.	Gap Year Certificate (If Any)
13	Duly filled Anti Ragging Undertaking Form by Student and Parent (Both) (Appendix 7 & Appendix 8)

1. The Candidate will be required to bring the Original Marksheet, Marksheets of all year-wise or semester wise (For. LE-B. Tech Candidates only) in original along with photocopy of Certificates/Mark-sheets of qualifying examination.
2. Staple/Attach Four Passport Sized Photograph same as uploaded on GGSIPU Admission Portal with Candidate Name, IPU Application Number, Course mentioned on the back side of each photograph on the inner side of Admission File.
3. **After Successful Document Verification SUBMIT REMAINING ACADEMIC FEE (Rs. 93,500) through Online Fee Payment Portal or Demand Draft.**
4. Attach a hard copy of the Rs. 93,500 fee receipt on top of both the original and photocopied document sets. Submit the file again to generate the Reporting Slip and proceed with the admission process.
5. Collect your Reporting Slip and Fill the Online Student Registration Form.
6. For your own benefit, visit the GGSIPU EDC (http://www.ipu.ac.in/eastcampusmain.php) website for regular updates regarding commencement of classes, orientation schedule, first-year syllabus, and Class Schedule/Timetable.

Prof. Ajay Singh Singholi
Dean, USAR

Copy to:

1. Director, East Delhi Campus, GGSIP University.
2. Admission Officer, USAR
3. Incharge, UITS - With request to upload on University website