



Guru Gobind Singh Indraprastha University

PROCEDURE TO FILL APPLICATION FORMS FOR GGS INDRAPRASTHA UNIVERSITY

For any technical queries please contact GGSIPU helpdesk toll free no 1800 266 9060 or email on ggsipu.admission2017@gmail.com

STEP - 1: The website for filling the forms is <https://ipu.ac.in>

Candidate can fill in the online application form for the admission to Guru Gobind Singh Indraprastha University from the university website <https://ipu.ac.in>

STEP - 2: Application Forms

The Application form is fully automated and the payment to be made online only. There are two forms, one for capturing the personal/general information and another one for capturing the course and payment related details. A candidate has to fill in his/her general information for proceeding towards the course selection and payment section on the 2nd Form.

STEP – 3: Exam Category

For filling in the general information, candidate has to select anyone out of the 3 exam categories:

- **Engineering/Professional/M.Phil/PG Diploma/PG Ayurveda Programmes,**
- **PhD**
- **Post Graduate Medical Courses / Super Speciality Medical Courses / Under Graduate Medical Courses / B.Sc. (Yoga).**

Note:-A candidate can select and fill as many courses as he wants in the same form, whenever he/she wants , if all the selected courses belongs to a single exam category . If a candidate wants to fill multiple courses across the different exam categories then he/she will have to register separately for both the courses i.e. individual registration needs to be done for choosing the courses of separate exam categories

*Exam Category

(Refer admission)

*Applicant Name

- Engineering/Professional/M.Phil/PG Diploma/PG Ayurveda Programmes
- Ph.D
- Post Graduate Medical Courses / Super Speciality Medical Courses / Under Graduate Medical Courses / B.Sc (Yoga)

STEP – 4: General Information- First Form, First Tab

1. The first page of the General Information form contains the personal information fields, and candidate has to fill in all the mandatory details.
2. Candidate has to click on [here](#) to upload his/her scanned passport sized colour photograph , signature and left hand thumb impression, which should be clearly visible, failing to which his/her candidature will be cancelled.

Contact Details

*Email Id	<input type="text"/>	Mobile No	<input type="text" value="91"/>	<input type="text"/>
		(Country)	(Mobile Number)	
Residence No	<input type="text" value="91"/>	<input type="text"/>	<input type="text"/>	
	(Country)	(Std code)	(Number)	

Upload your Photograph, Signature and Left Hand Thumb Impression

* Please upload your photo, signature and left hand thumb impression [here](#) .

Note : Upload recent good quality passport size colour photograph failing to which your candidature may be cancelled.
Do not use any special character(such as ' , & , etc) in the file names of Photograph, Signature and Left hand thumb impression, to be uploaded.

Next

3. Candidate has to upload their recent passport size photograph. **By clicking on Browse button, candidate has to select the photograph from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size.

Document / Image Upload

Photograph Signature Left Hand Thumb Impression

* Photograph: Choose File No file chosen Upload

1. Please upload your recent passport size photograph: max 80KB File format : (JPEG , GIF) are allowed.
2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded document.

Close This Window

4. For uploading the Signature, candidate has to click on Signature Tab and upload their scanned signature. **By clicking on Browse button, candidate has to select the scanned signature image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size.

Document / Image Upload

Photograph Signature Left Hand Thumb Impression

* Signature: Choose File No file chosen Upload

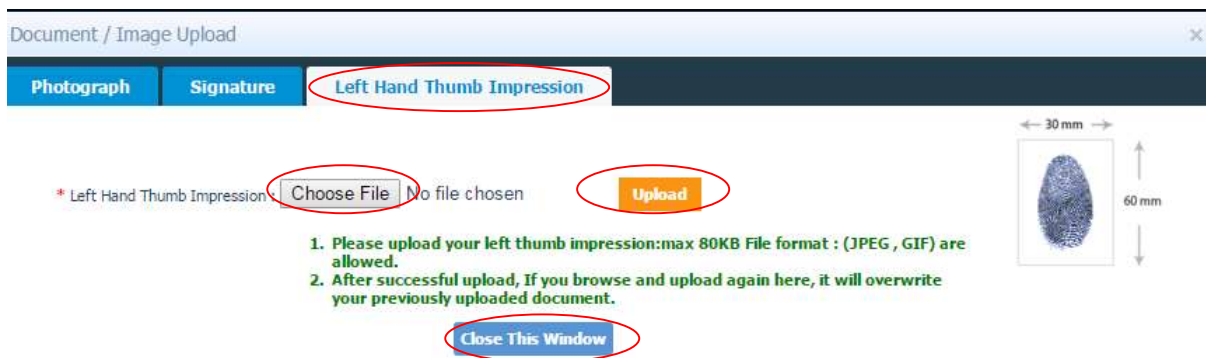
1. Please upload your signature: max 80KB File format : (JPEG , GIF) are allowed.
2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded document.

Close This Window

- For uploading the Left Hand Thumb impression, candidate has to click on Left Hand Thumb Impression Tab and upload their scanned image. **By clicking on Browse button, candidate has to select the scanned thumb impression image from the system and click on Upload button.** Image should be of .JPEG/.JPG or.GIF format only and should be of less than 80 KB in size.

After uploading the photograph, signature and thumb impression image candidate has to “Close This Window” button to close the window, once he/she gets the message “Your images have been uploaded successfully” in all three tabs.

You can preview the uploaded image in the image box displayed on right hand side of the window.



- After filling personal details and uploading both the images, click on **Next** to go to the qualification page

*** Please upload your photo, signature and left hand thumb impression here .**

Note : Upload recent good quality passport size colour photograph failing to which your candidature may be cancelled.
Do not use any special character (such as ' , & , etc) in the file names of Photograph, Signature and Left hand thumb impression, to be uploaded.

Next

STEP – 5: Qualification Details- First Form, Second Tab

- On the basis of the exam category selected, Qualification page will appear. Candidate has to fill in his/her academic details. These details are not mandatory and a candidate has to fill the details only if it's available with them. Based on the exam category selected, the qualification page will appear as follows:

- **For Engineering/Professional/Medical programmes**

1 General Information **2** Qualifications Details

Academic Qualification(s)

If Qualifying Examination has been passed, please provide the marks below

Sr.	Examination	Year of Passing	Board/University	Percentage Of Marks
1	10th Class	--Select--		
2	Intermediate/10+2	--Select--		
3	Undergraduate	--Select--		
4	Postgraduate	--Select--		

Qualifying Examination --Select--

Gate Score

(GATE score is required to be filled for M.tech courses (Not percentile, if available))

Work Experience --Select--

NATA Score

(NATA score is required to be filled for B.ARCH. Course)

Next

- For PhD Programme:

1 General Information
2 Qualifications Details

Academic Qualification(s)

Sr.	Examination	Year of Passing	Institution	University	Subjects
1	10th Class	--Select--			
2	Intermediate/10+2	--Select--			
3	---Select Course---	--Select--			
4	---Select Course---	--Select--			
5	---Select Course---	--Select--			

Qualified Tests

Sr.	Qualified Exam	Year	Score
1	--Select--	--Select--	
2	--Select--	--Select--	
3	--Select--	--Select--	
4	--Select--	--Select--	

Work Experience Details

Sr.	Organization Name	Organization Address 1	Organization Address 2	Service From (DD/MM/YYYY)	Service To (DD/MM/YYYY)	Duration e.g. 12 Yrs 3 Mths 15 days
1				<input type="text"/>	<input type="text"/>	
2				<input type="text"/>	<input type="text"/>	

- For Post Graduate Medical Courses (PGMC/M.D./M.S./D.M./M.Ch) / Super Speciality Medical Courses(SSMC):

1 General Information
2 Qualifications Details

Academic Qualification(s)

Sr.	Examination	Year of Passing	Institution	Board/University	Roll No
1	10th Class	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Intermediate/10+2	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Any Other	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MBBS Academic Details

GGSIP University Enrollment No.(If studied MBBS from GGSIPU)
Year of Passing

MCI Recognized? Yes No

Sr.	Examination	Year of Passing	Institution	Board/University	Roll No
1	1st Prof	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	2nd Prof	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MD/MS/DNB Examination Details (For Super speciality medical courses)

No of attempts to pass MD/MS/DNB
MCI Recognized? Yes No

Year of Passing
Institution

Board/University
Roll No

Total Maximum Marks
Total Marks Obtained

Percentage

Internships Details

Internship Yes No

Date of Completion
Registration with

Registration No
Date of Registration

Present occupation Details

Present occupation

Course Details

Pursuing any course at present Yes No

Work Experience Details

Sr.	Designation	Appointment date	Releasing date	Department/Institution	Government/Private Job
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>

2. After filling in the Academic details, as per the exam categories selected, candidate has to press 'next' and he/she will be redirected to the final submit page

STEP – 6: Declaration - First Form, Third Tab

Candidate will

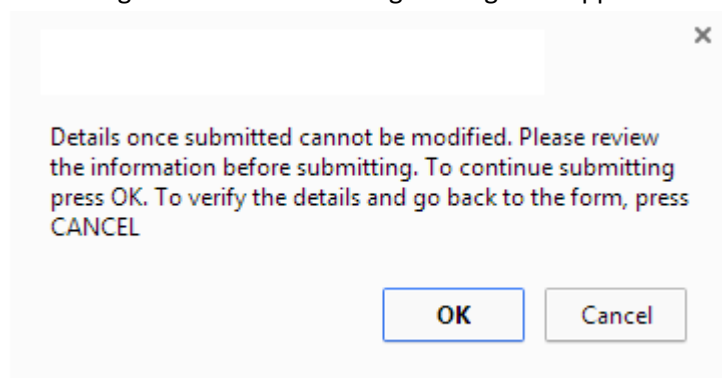
- Fill in the the 'captcha' ,
- Check the "I Agree" checkbox
- Click on 'SUBMIT'button



I Agree

Submit

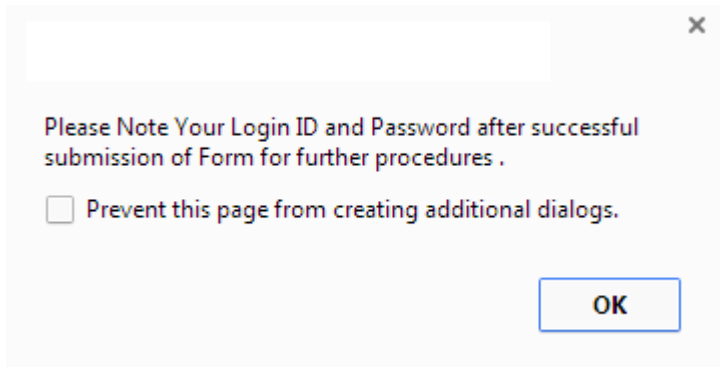
- On clicking 'Submit' the following message will appear:



- If the candidate press **CANCEL**, he/she will be allowed to check and make modifications in their general and academic details.
- If the candidate presses **OK**, then he/she cannot edit the same and have to re register in case they need to change any personal information.

STEP – 7: Generation of Login ID and Password

1. After clicking on **OK**, another message box will appear asking candidate to note **down his/her login id and password that will be used to login further or apply for multiple courses**:



2. Once a candidate press **OK, his/her Login id and Password will be generated**, which along with the other details are shown on the next window. Candidate can neither take Print of this page nor can edit his personal details henceforth.

Personal Details

Login Id :		
Password :	01/01/1950	
Exam type :	Engineering/Professional/Medical/M.Phil/PG	
	Diploma Programmes	
Name of the Applicant:	Mr. Prince	
Date of Birth:	01/01/1950	
Gender:	Male	
Mother's Name:	ghg	
Nationality:	Indian	
Category:	OBC	
Religion:	Hindu	
Physically Handicapped:	No	
Region/state from where last/qualifying exam passed:	Outside Delhi	
Defence:	No	
J&K Migrant:	No	

STEP – 8: CourseApplication- Second Form, First Tab

- Candidate can go to the **Course Application Tab** to apply for courses and will click on **“Apply for Courses”** button:

Apply For Courses Refresh Grid

STEP– 9: Course Application – Second Form, Course Selection

1. On the next page, some information of the candidate will get auto populated. Candidate has to select the course he wants to apply for, from the list provided:

Note: A candidate cannot apply for the same course twice

General Information

Applicant Name: Poomima
 Region/state from where last/qualifying exam passed: Outside Delhi
 Email Id: nerwal.poomima@gmail.com
 Category: General

Course Details

Exam Category: Engineering/Professional/M.Phil/PG [...]
 Exam Date (dd/mm/yyyy): 23/04/2017
 *Course: 105-MCA / MCA(SE)
 Exam Time: [...]

(Refer admission brochur

Test Center Choices

*Center Choice 1: [---Select---]
 *Center Choice 2: [---Select---]
**Applicable only for B.Tech and MCA.*

Payment Details

105-MCA / MCA(SE)
 ---Select---
 101-MBA
 105-MCA / MCA(SE)
 106-MA (Mass Communication)
 107-MPT
 108-MOT (Neuro)
 109-MPO
 110-MPH (FE)
 111-M.Sc (EM)
 112-LLM (Regular)
 113-MA (ENGLISH)
 114-BCA
 115-B.Sc - Nursing
 116-MBA(IT)
 118-MA (CRIMINOLOGY)
 119-M.SC(FORENSIC SCIENCE)
 120-M.ED
 121-LLB
 122-B.Ed

2. If the candidate selects, **B.Tech or MCA** course in **Engineering/Professional/M.Phil/PG Diploma/PG Ayurveda Programmes** exam category, then he/she will be given test centre choices:

Course Details

Exam Category: Engineering/Professional/M.Phil/PG [...]
 Exam Date (dd/mm/yyyy): [...]
 *Course: 105-MCA / MCA(SE)
 Exam Time: 10.30 AM to 1 PM

(Refer admission brochure available at <http://ipu.ac.in>)

Test Center Choices

*Center Choice 1: [---Select---]
 *Center Choice 2: [---Select---]
**Applicable only for B.Tech and MCA.*

81-Ambala
 82-Bengaluru
 83-Bhopal
 84-Chandigarh
 85-Dehradun
 86-Delhi
 87-Hyderabad
 88-Jaipur
 89-Jalandhar
 90-Jodhpur
 91-Kolkata
 92-Lucknow
 93-Siliguri
 94-Udaipur
 95-Varanasi

3. If a candidate applies for PGMC course (Course code 102), then he/she must enter 8 digit NEET Roll Number to proceed.

Add NEET Details

*NEET Roll No

Note – No exam will be conducted for the courses registered with **Post Graduate Medical Courses / Super Speciality Medical Courses / Under Graduate Medical Courses / B.Sc. (Yoga)** exam category.

4. **Candidate has to pay INR 1000 for each course that he/she applies for.**
5. After selecting the course, candidate will:
 - Check the “**I Agree**” checkbox
 - Click on ‘**SUBMIT**’button
6. On clicking on ‘**SUBMIT**’, candidate will be given a message box to preview the details that he/she has filled so that just in case a candidate wants to change any of the details provided by him/her, then he/she can click on ‘**CANCEL**’:

Are you sure you want to submit the form ?
Please confirm the details before submitting.

First Name : Prince
Email Id : nerwal.poornima@gmail.com
Region : Outside Delhi
Category : SC
Test Course Code : 101
Test Course Name : MBA
Amount to be paid : 750.00

Prevent this page from creating additional dialogs.

STEP – 10 : Payment through Billdesk

After checking the details and clicking on OK, the candidate will be redirected to the billdesk page for the course payment by clicking on “**Make Payment**” button

STEP – 12: View the registered course details

1. Once the candidate has applied for a course, he can view his course details on the Course Application tab:



The screenshot shows a search interface for course applications. At the top, there is a text input field labeled "Test Course Code:" followed by a "Search" button. Below this is a table with the following data:

	Application Sequence	Application Status	Application Number	Test Course Code	Test Course Name	Exam Date
view	79	Pending	161500002	161	IT/CSE-ENGINEERING AND TE	05/04/201

2. By clicking on view, candidate can view his/her course details

STEP – 13 : Applying for Multiple Courses

After completing the submission of one course, if a candidate wants to apply for another course after a while, then he can login using his login id/password. He can come to the Course details tab and can apply for another course in the same way.

[Apply For Courses](#)