



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: www.ipu.ac.in

## AFFILIATION BRANCH

No.: GGSIPU/DR(Aff.)/Misc./2015/ 016

Dated: 4/2/15

The Director/Principal

**Subject: Online submission of application for Continuation of provisional affiliation for provisionally affiliated Institutes for Academic Session 2015-2016.**

Sir/Madam,

The University has initiated the process for considering online applications of proposals for affiliation of colleges and Institutions for grant/ revalidation of NOC by Govt. of NCT, Delhi and for grant/ continuation of provisional affiliation by the University for Academic Session 2015-2016. In this regard a unique Login ID and password as given below, is being issued to your Institute:

Login ID : \_\_\_\_\_

Password : \_\_\_\_\_

In view of the above you are required to submit the online application form for the Academic Session 2015 - 2016. Step-wise instructions regarding filling up of the form is as under:

1. Login the website [www.ipuaffiliation.nic.in](http://www.ipuaffiliation.nic.in).
2. Log in with the unique login ID and password issued to you by the Affiliation Branch.
3. Change the password, however, the Login ID would not be allowed to be changed and would be used for further communication between the University and the respective Institute.
4. As you log in to the site, the step format for the Affiliation Form for the Academic Session 2015 - 2016 would be visible, the Institutes have to make sure that all the fields should be filled in and the information to be uploaded should be done properly.
5. In case any trouble or problem arises during the filling up of the form, the affiliation branch may be contacted on the following numbers:
  - a.) 011-25302172
  - b.) 011-25302174

Authorized signatories of Societies / Trusts, Director / Principal of the institutions are required to ensure that the above online submission of the application is done on time before the last date given by the University. All the relevant documents should be uploaded in the respective formats wherever required during submissions of online application form.

After the last date for submission of the online application is over the programme shall be automatically frozen and no further changes / correction what-so ever would be allowed to be done by the system. Once the online submission is done, a printout of the filled in application duly signed by the Director / Principal along with all the relevant documents as mentioned in the prescribed formats shall be submitted in Affiliation Branch, along with the proof of having submitted one copy of the same to the concerned department of Govt. of NCT of Delhi.

In case of proposals which need statutory body approval, status of the application submitted by the society/ Trust/ Govt. body to the concerned statutory body as per prescribed procedure of the concerned Statutory Bodies may be intimated to the University with documentary proof, so that appropriate action as per merit can be taken by the University.

The Institution which have been granted No Objection Certificate from the concerned department of the Govt. of NCT, Delhi for 2 years or more for the programmes are also required to submit online application for continuation of provisional affiliation for the programmes without processing fee.

For deposition of the processing fee for continuation of existing programmes and new programmes, a written request has to be submitted in the Affiliation Branch for approval. Based on the approval from

affiliation branch, copy of request letter has to be deposited in the Indian Bank, GGSIP University, Sector 16-C, Dwarka, New Delhi 110078, along with the Demand Draft within due time 10.30 a.m. to 3.30 p.m. (2.00 pm to 2.30 p.m. lunch time). The information about deposition of fee should be entered in the online application form within due time. University will not be responsible for any delay in deposition of fee or uploading of details and submission of the same after due time i.e. 20<sup>th</sup> February, 2015 till 11.59 p.m. (for submission of online application form for affiliation) and 25<sup>th</sup> February, 2015 till 3.00 p.m. (for submission of printout of online application form for affiliation in Affiliation Branch, room no. 20, Administrative Block, GGSIP University, Sector 16-C, Dwarka, New Delhi - 110078).

Further, the processing fee deposited in the Indian Bank, GGSIP University, Sector-16C, Dwarka, New Delhi - 110078 with permission of Affiliation Branch of the University, as per Notice Dated 09.04.2010 available on the University website - Rs.45000/- per programme for the Institutes located in the Delhi region (including Rs.15000/- as share of Govt. of NCT, Delhi as per policy guidelines dated 21.03.2006 issued by Govt. of NCT, Delhi) and Rs.30000/- per programme for the Institutes located in the NCR Region, in the form of Demand Draft in favour of Registrar, GGSIPU. For programmes like MBBS and BDS, the processing fee is Rs.75000/- per programme (including the share of Govt. of NCT, Delhi). It is also informed that Cheque/Pay orders against affiliation form fee or processing fee submitted alongwith the application form will not be entertained and the University shall not be responsible for any loss in this case. Further, it is informed that the printout of the online application for continuation of provisional affiliation will be submitted by the representative of the Institute in person and no application will be entertained by the University in case sent by Registered Post/ Speed Post/ Ordinary Post/ Courier/ E-mail.

The Policy Guidelines of Govt. of NCT, Delhi, Directorate of Higher Education, Delhi vide No.DHE-4(61)/2010-11/304, Dated 6.5.2011, 02.04.2014, 1.07.2014 alongwith other guidelines issued vide No.DHE-4(61)/2010-11/1269-1278, Dated 25/7/2011 and DHE-4(61)/2010-11/1744, Dated 29/9/11 may be referred for issue / revalidation of "No Objection Certificate and Other related Matters" (available on the University website). However nothing in these guidelines shall prevent the Government from making such changes in these guidelines at any time during the period of its validity as may be deemed appropriate, and accordingly any changes approved by the Government and so adopted by the University regarding affiliations in the guidelines shall be applicable for the academic session 2015-16. The following information may also be noted by the Institute;

**Last Date for submission of online Application form for Affiliation: upto 20<sup>th</sup> February 2015 till 11:59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 25<sup>th</sup> February 2015 till 3.00 p.m.**

**Venue for Submitting of Printout of online Application form for Affiliation: Affiliation Branch, Room No. 19 / 20, Administrative Block, Guru Gobind Singh Indrapratha University, Sector 16/C, Dwarka, New Delhi - 110078)**

This issues with the approval of the Competent Authority.

Yours sincerely,

  
(Rajiv Kalc)  
Registrar

**Encl.: As above**

**Copy to:**

1. The Secretary, Higher & Technical Education, Department of Training and Technical Education and Higher Education, Govt. of NCT, Delhi, Muni Maya Ram Marg, Prembari Pul, Pitampura, New Delhi.
2. The Director, Directorate of Higher Education, Govt. of NCT of Delhi, 5, Shamnath Marg, Delhi.
3. The Secretary, Department of Health and Family Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
4. The Secretary, Deptt. of Social Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
5. COF, GGSIPU, New Delhi for information.
6. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
7. AR to Registrar for kind information of Registrar, GGSIPU.
8. Incharge, Server Room with a request to upload this on the University website.

  
Assistant Registrar (Affiliation)

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## **Guru Gobind Singh Indraprastha University**

**Sector – 16C, Dwarka, New Delhi – 110078**

**[www.ipu.ac.in](http://www.ipu.ac.in)**

### **Inviting Proposal for Grant / Revalidation of Continuation of provisional Affiliation for the Academic Session 2015 – 2016**

Guru Gobind Singh Indraprastha University, Delhi has initiated the process for considering online applications of proposals for Affiliation of colleges and Institutions for Grant / Revalidation of Continuation of Provisional Affiliation by the University for the Academic Session 2015 – 2016. The Last Date for submission of online Application form for Affiliation is 20<sup>th</sup> February 2015 till 11:59 p.m. and Last Date for submission of printout of the online Application form for Affiliation is upto 25<sup>th</sup> February 2015 till 3.00 p.m. (working days / working hours). For details please refer the University website, [www.ipu.ac.in](http://www.ipu.ac.in)

  
(Rajiv Kale)  
Registrar

**STEP WISE INSTRUCTION FOR FILLING-UP THE ONLINE APPLICATION FOR  
GRANT / CONTINUATION OF PROVISIONAL AFFILIATION FOR THE  
ACADEMIC SESSION 2015-16**

1. Open the website [www.ipuaffiliation.nic.in](http://www.ipuaffiliation.nic.in)
2. Enter the Login id and password issued by Affiliation Branch.
3. Change the password.
4. Follow the instructions for new password. After entering user id and new password user details are to be updated.
6. Go to the Master and Click on Trust Master
7. Click on the "Add New Trust" on the right corner of the screen
8. Go to Entry then click Affiliation Form
9. Select the Academic Year for which you are applying for
10. After entering the details in the respective fields press insert button to save the same. To add another data after pressing insert click on add button to go to the next field.
11. If under the list of Pay Scale, any Pay Scale is not shown or any additional Pay Scale is to be added the same can be done by clicking on Pay Scale Master.
12. If under the list of Pay Band, any Pay Band is not shown or any additional Pay Band is to be added the same can be done by clicking on Pay Band Master.
13. If under the list of Designation, any Designation is not shown or any additional Designation is to be added the same can be done by clicking on Designation Master.
14. If under the list of Lab, any Lab is not shown or any additional lab is to be added the same can be done by clicking on Lab Master.
15. If under the list of qualification, any qualification is not shown or any additional qualification is to be added the same can be done by clicking on Qualification Master.
16. **A. For the existing institutions the following fee structure will have to be adopted:**

S. No.	Particular	Processing Fees	Application Fees for new / additional programme
1.	Institute located in Delhi	Rs. 45,000/- per programme	Rs. 10,000/- per programme
2.	Institute located Outside Delhi	Rs. 30,000/- per programme	Rs. 10,000/- per programme

The above fees would be deposited in the Indian Bank, GGSIP University Branch through Demand Draft after taking permission from the Affiliation Branch. The details of the fees submitted will have to be entered in the online application form.

For deposition of the processing fee for continuation of existing programmes and new programmes, a written request has to be submitted in the Affiliation Branch, for approval. Based on approval from affiliation branch, copy of request letter has to be deposited in the Indian Bank, GGSIP University, Sector 16-C, Dwarka, New Delhi – 110078 along with the Demand Draft within due time 10.30 a.m. to 3.30 p.m. (2.00 pm to 2.30 p.m. lunch time). The

information about deposition of fee should be entered in the online application form within due time. University will not be responsible for any delay in deposition of fee or uploading of the details and submission of the same after due time i.e. 20<sup>th</sup> February, 2015 till 11.59 p.m. (for submission of online application form for affiliation) and 25<sup>th</sup> February, 2015 till 3.00 p.m. (for submission of printout of online application form for affiliation in Affiliation Branch, room no. 20, Administrative Block, GGSIP University, Sector 16-C, Dwarka, New Delhi - 110078).

**B. For the new institutions an amount of Rs. 10,000/- per programme will have to be deposited in the Indian Bank, GGSIP University Branch through Demand Draft after taking permission from the Affiliation Branch as mentioned above.**

17. Copy of Challan received from Indian Bank may also be submitted with printout of online application form.
18. Follow the instructions and fill all the details of the Institute as required in respective fields.
19. No field should be left un-filled, else the software won't accept and proceed further.
20. All the documents to be uploaded in the online form should be in .pdf format.
21. In any field where detailed information is required and cannot be entered in the fields provided the same may be uploaded as annexure through the browse button provided.

**Note: In case of any trouble in filling-up the form or for assistance please contact on the following numbers during working hours on each working day i.e. 9.30 to 5.30 from Monday to Friday:**

1. 011-25302174
2. 011-25302172

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**Sector-16C, Dwarka, New Delhi – 110078.**

**Declaration Form in respect of norms of the University  
w.e.f. academic session 2015-2016**

*(For use of applicant body to be submitted by the authorized signatory (permanent member) of the society/trust alongwith prescribed application form of the University for Affiliation)*

**PROPOSAL OF (Society/Trust).....**

**FOR AFFILIATION OF (College / Institute) (NAME).....**

**ADDRESS.....**

**CONTACT NO LANDLINE ..... MOBILE NO.....**

**FAX..... Email ..... TO CONDUCT**

**(Programme/s)..... DURING (Session)**

**..... IN AFFILIATION WITH GURU GOBIND SINGH INDRAPRASTHA  
UNIVERSITY.**

1. Registered Society / Trust (Name).....  
(Registration No..... dated .....)  
Address .....  
Contact No..... Fax..... Email.....
2. Allotment Papers of Permanent Campus(PC) .....  
(Document No..... dated .....)
3. Ownership Documents of PC - Registered sale deed/lease deed.  
(Document No..... dated .....)
4. Record of Possession of PC - To be verified through tax receipt (water/property tax /  
electricity bill / telephone connection/any other)  
(Document No..... dated .....)
5. Land use certificate from DDA or Competent Government Body.  
(Document No..... dated .....)  
Issued by .....
6. Sanctioned plan of the built-up area by DDA or Competent Government Body. Annexure No.....  
(Document No..... dated .....)  
Issued by .....
7. Actual built up area available exclusively for the proposed programme duly attested by the  
Authorized Signatory (permanent member) of the Society / Trust. Annexure No.....  
(Document No..... dated .....)  
Issued by .....

**(Signature & Seal of Authorized signatory)**

8. Constitution of Governing Body of the Society. Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....
9. By laws or Memorandum of Association of the Society/Trust. Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....
10. Safety Certificate of the Building Structure / Earth Quake resistance / Fire Safety for  
 establishment of an educational institution from the Competent Authority of the Government.  
 Date of Issue ..... Date of Expiry .....  
 (Document No..... dated .....)  
 Issued by .....
11. Status of programme (s) .....conducted in case the  
 institute is already established and the recognizing body/ University.  
 (Proof No..... dated .....)
12. Undertaking in case the institute is running other programme of any other University/ body.  
 Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....
13. Undertaking of the Society / Trust to abide by the Act, Statute, Ordinance,  
 Norms/Regulations of the GGSIP University. Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....
14. No Objection Certificate of the concerned State Government..... Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....
15. Letter of the Governing body of Society/Trust indicating the nomination of the authorized  
 signatory for correspondence with this University. Annexure .....
16. Use of basement, if any. ....

	Name of authorized signatory _____
Specimen Signatures of the	Designation _____
Authorized signatory with seal	(with seal)

(Authorization Letter No..... dated .....)  
 Issued by .....

16. Approval of the Statutory Body ..... Annexure No.....  
 (Document No..... dated .....)  
 Issued by .....

\_\_\_\_\_  
 (Signature & Seal of Authorized signatory)

17. In case the institution proposed to be established, is in Lal Dora, Extended Lal Dora, School premises of Lal Dora/Extended Lal Dora; then following undertaking have to be submitted -  
 (i) undertaking that the Land use is governed as per the Master Plan of Delhi 2021 and zonal plan. Annexure No.....Document No.....dated .....
- (ii) Undertaking that the proposed institute is proven to be operating in the non conforming area i.e. (Lal Dora/Extended Lal Dora for at least two years prior to the notification of MPD – 2021).  
 Annexure No.....Document No.....dated .....
19. The institute is required to obtain an NOC from the concerned regulatory body that permits the courses to be run for which affiliation/ NOC is required. Annexure No.....  
 (Document No.....dated .....) Issued by .....
20. I have not attempted to suppress or exaggerate data concerning the proposed institution in respect of Annexures detailed above and enclosed herewith and I also undertake that the institute will comply with all the conditions as may be imposed by the Govt. of NCT, Delhi/ University/ Statutory body and the institute shall not conduct any full time/ part time or distance education programme(s) within its premises without the specific prior permission of the University and will not use the trade mark/ trade name of the University for any other admission / teaching activity / conduct of any programme at any other campus.
21. The institute will provide the facilities available in the institute like campus / building / class room / other facilities / faculty / officials for University work as per the requirement of the University from time to time.

In the above provided information, there is no concealment of facts.

(Signature & Seal of Authorized signatory)

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**I hereby certify that all the above information are true and verified to the best of my knowledge and belief.**

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate .....

Practicing at .....

Registration No. ....

Date .....

Place: .....



**For All Institutes/ Colleges which propose to apply for revalidation of NOC and continuation of provisional affiliation for Academic Session 2015-2016**

**UNDERTAKING**

*(to be submitted by authorized signatory of the registered Society/Trust/Govt. Body and Director/Principal in case of existing institute)*

*I (Name of the Director/Principal) Director/Principal of (Name of the institute) hereby undertake to comply with all the conditions indicated by the University at the time of grant / continuation of provisional affiliation, Statutory Body while according approval and State Government while issuing No Objection Certificate for the academic session 2015-2016 along with other conditions imposed from time to time throughout the year by them.*

*The University does not owe any responsibility for any number of seats remaining vacant in various programmes being conducted in the institute.*

*The Management of the institute is liable to return the fees to the students, if the admitted students withdraw their admission or are transferred to another institute.*

*I (Name of the Director/Principal) of the Institute (Name of the institute) also hereby undertake to abide by the Policy Guidelines of Govt. of NCT, Delhi /GGSIP University for academic session 2015-2016 onwards.*

Signature: .....  
Chairman/ Secretary of the Society/Trust  
Name:  
Designation:  
Dated:  
Seal of the Society:

Signature: .....  
Director/Principal of the Institute  
Name:  
Designation: |  
Dated:  
Seal of the Institute :

I hereby certify that all the above information are true and verified to the best of my knowledge and belief.

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate .....

Practicing at .....

Registration No. ....

Date .....

Place: .....

(The Undertaking should be submitted on a non-judicial stamp paper of Rs.100/-)

- Kindly read the enclosed proformas / formats carefully and provide the information as per existing status. Also please see that all the Annexures / Papers / Documents bearing information provided by you are duly signed and attested. (Please verify with the originals if photocopies are being enclosed).
- Please ensure that all information / detail provided by you is authentic and verifiable. In case of wrong or incomplete information, the institute will be liable to own demerits, therefore furnish us with the latest / correct information specially in respect of the status of teaching/non-teaching staff, library, labs, computer centre, infrastructure, etc.
- Please use additional sheets wherever required but also do not furnish irrelevant papers / enclosure to substantiate your information.
- The Institutions established and run by Central Govt., the Govt. or a State Govt., or fully funded by the Central Government, the Government or a State Government may submit the above said undertaking on the letter head of the Institution duly attested by the Principal /Director of the Institute.

**Status of Endowment Fund created by the institute in case of programmes where it is not submitted to the statutory body**

Sl. No.	Programmes	Year of Start of Programme in the University	Details of Endowment Fund (indicates Date, Amount, Bank and joint FDR number)		
			1 <sup>st</sup> Instalment	2 <sup>nd</sup> Instalment	3 <sup>rd</sup> Instalment
1.	BBA				
2.	BBA [CAM]				
3.	BBA[T&TM]				
4.	BBA [B&I]				
5.	BBA (Second Shift)				
6.	BBA [CAM] (Second Shift)				
7.	BBA [B&I] (Second Shift)				
8.	BCA				
9.	BCA (Second Shift)				
10.	BJMC				
11.	BJMC (Second Shift)				
12.	B. Com. (Hons.)				
13.	B. Com. (Hons.) (Second Shift)				

(Please enclose attested photocopies of the indicated instalments)

**Signature:** .....  
**Chairman/ Secretary of the Society/Trust**  
**Name:**  
**Designation:**  
**Dated:**  
**Seal of the Society:**

**Signature:** .....  
**Director/Principal of the Institute**  
**Name:**  
**Designation:**  
**Dated:**  
**Seal of the Institute :**

## Performance and Placement of Students in the past years

Kindly provide details in the following format in respect of student performance, admitted to various batches at your institute from its inception programme-wise.

### Performance Sheet

**Batch-wise details (mention the batch/year of admission of students)**

Semester-wise performance	Unsuccessful	Detained	Second Class	First Class	First with distinction	Exemplary performance
1 <sup>st</sup> Sem.						
2 <sup>nd</sup> Sem.						
3 <sup>rd</sup> Sem.						

- Past Record – Year-wise details of any other extra curricular achievements of students like debates, quizzes, competitions and other academic activities which have been taken up / attended by students (seminars, workshops, conference, Group Discussions).
- Details of student association (Duties/Privileges)
- Nature of Discipline maintained by students of the college
- Events Identified for the year & plan of implementation (academic events, sports, other co-curricular activities)

**Signature:** .....

**Chairman/ Secretary of the Society/Trust**

**Name:**

**Designation:**

**Dated:**

**Seal of the Society:**

**Signature:** .....

**Director/Principal of the Institute**

**Name:**

**Designation:**

**Dated:**

**Seal of the Institute :**