



Guru Gobind Singh Indraprastha University
Sector - 16C, Dwarka, New Delhi - 110078

Website: www.ipu.ac.in

No.GGSIPU/DR(Aff.)/Proposal/2015-16/817

Dated: 4/2/15

NOTICE

Invitation of proposals from Societies / Trusts / Govt. Deptt. / Govt. Institutions for establishment of New Institution to conduct programmes in affiliation with GGS IP University for the Academic Session 2015-2016.

In view of the Govt. Order dated 29.01.2015, the University hereby invites application for Grant of Affiliation to new Institutions for the Academic Session 2015 - 2016 (which is co-terminus with Grant of NOC by the Govt. of NCT of Delhi / concerned State Govt.

The Societies/ Trusts/ Govt. Deptts./Govt. Institutions who intend to apply for affiliation, are required to submit a written request to the University for issue of Login ID along with a Demand Draft for Rs.10,000/- drawn in favour of The Registrar, Guru Gobind Singh Indraprastha University, New Delhi. All the relevant documents should be uploaded in the respective format wherever required during submissions of online application form and the copy of the same has to be submitted in the:

**Affiliation Branch, Administrative Block,
Room No. 19 / 20, Ground Floor,
Guru Gobind Singh Indraprastha University
Sector 16/C, Dwarka, New Delhi - 110078.**

On authorization by the concerned dealing officer/Official in the office detailed above, the applicant will deposit the Demand Draft/Fee in the Indian Bank, GGSIP University, Sector 16-C, Dwarka, New Delhi - 110078 against a receipt, and a copy of this receipt thereafter will have to be submitted to the Affiliation Branch for obtaining the Login ID and password for affiliation. However, Institutions established and run by Central Govt., the Govt. or a State Govt., or fully funded by the Central Government/ State Govt. / PSU/Corporation etc. /Societies enacted by Act of Parliament, etc. under the direct administrative control of Central Govt./State Govt., are exempted from submitting any fee.

Accordingly the institutes will 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.
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.

Handwritten signature/initials

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

The applicants may refer to the details given in the following paragraphs for their information/guidance:

1. In the case of proposals mandated to require *ad referendum* approval by any Statutory/Regulatory Body/Authority as per the procedure laid down by it, the status of such application(s) submitted by the applicant society/ Trust/ Govt. Deptt./Institution to that concerned Statutory/Regulatory Body/Authority must be intimated to the University, along with documentary proof, to facilitate further appropriate action, based on the merits of the case, by the University.
2. The Policy Guidelines of Govt. of NCT of Delhi, Directorate of Higher Education, vide No.DHE-4(61)/2010-11/304, Dated 6.5.2011, read with other guidelines issued vide No.DHE-4(61)/2010-11/1269-1278, Dated 25/7/2011, DHE-4(61)/2010-11/1744, Dated 29/9/11, 2.04.2014 DHE-4(61)/2010-11/1342 dated 27.06.2014 & DHE-4(60)/Policy Guidelines/14-15/Pt. File/524, dated 29/01/2015, may be referred to for issue / revalidation of "No Objection Certificate and Other related Matters" (*copy appended as Annexure-I*). However, without prejudice to the proviso contained in any of these guidelines, any new guidelines issued *mutatis mutandis* by the Govt. and so adopted by the University at any time during the currency of their validity, shall be applicable for the academic session 2015-16. Further, the guidelines of the University regarding consideration to start M. Tech., M. Ed. & M. Pharma programmes for existing affiliated Institutions shall also be applicable for new Institutions applying for such programmes (Annexure II).
3. Further, in the context of seeking affiliation for new Colleges/Institutes, reference may also be made to the UGC (Affiliation of Colleges by Universities) Regulations 2009, published in the Gazette of India, dated 20th February, 2010 and amendment thereof notified on 26th March 2012 which is available on the UGC website : www.ugc.ac.in. Clause 3.1 of these Regulations reads, "*The proposed college seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory / Regulatory body concerned in the case of technical / professional courses only.*" and Clause 3.1.1 reads "*Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities, provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India*".

However, if any changes/amendments for the same are notified by the UGC at any time, the same may be considered by the University but, and notwithstanding

Handwritten signature

this, the decision of the University shall be final in the matter under its consideration.

4. The Societies/ Trusts/ Govt. Deptts./Govt. Institutions desirous of applying for affiliation with the Guru Gobind Singh Indraprastha University for the Academic Session 2015-2016 may also refer to Statute 24 which lays down the "**Conditions under which colleges and institutions may be admitted to the privileges of the University and the conditions under which such privileges may be withdrawn**" and Ordinance I for "**Procedure for Considering Proposals for Affiliation of Colleges and Institution**" of Guru Gobind Singh Indraprastha University Act No.09 of 1998, which are available on the University website : www.ipu.ac.in.
5. The Societies/ Trusts/ Govt. Deptts./Govt. Institutions desirous of seeking affiliations for the Institutes which are located outside Delhi but within the Jurisdiction of the University, may also note the following clauses of its Act No.09 of 1998:

(a) "Save as otherwise provided by or under this Act, the limits of the area within which the University shall exercise its powers, shall be those of The National Capital Region as defined in the National Capital Region Planning Board Act, 1985 (2 of 1985)"

(b) "No college or institution situated within the jurisdiction of the University shall be compulsorily affiliated to the University, and affiliation shall be granted by the University only to such college or institution as may agree to accept the Statutes and Ordinances".

(c) They may also refer to the "Essential Conditions of affiliation of Colleges and Institutions" vide Clause 3 (ii) (b) of Statute 24 of Guru Gobind Singh Indraprastha University Act which reads. "it has been granted a no-objection certificate by the concerned state government and recognized by the appropriate statutory authority, wherever applicable, for the subjects and courses of study for which affiliation is being sought".

6. Therefore, and in consonance with what has been stated in para 5 above, the applications for affiliation of Colleges/ Institutes located in NCR region with GGSIP University **shall be considered only if they are granted a No Objection Certificate by the concerned State Govt.** in which the Institute is/proposed to be located as per the proviso laid down in Statute 24 of the GGSIP University Act No.09 of 1998, as mentioned in sub-para (a) to (c) above.
7. Merely applying for affiliation of a programme does not confer any right to the Institutes to become affiliated with the University, rather as per Sub-Section 1 of Section 21 of GGS IP University Act, 1998, the Board of Affiliation shall be responsible for admitting colleges of and Institutions to privileges of the University.
8. The Institute while applying with the University must submit a additional sheet with the details as given below, duly signed by the authorized signatory of the Institute:

Handwritten signature

S. No.	Name of the Programme	Space Required As per AICTE / DHE Guidelines	Space available as per Records
1.			
2.			

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, Administrative Block, Room No. 19 /20, Ground Floor, GGSIP University, Sector 16C, Dwarka, New Delhi, along with the proof of having submitted one copy of the same to the concerned department of Govt. of NCT of Delhi (the pertains to the institute located in NCT).

The following information may also be noted by the Institute;

Last Date for submission of online Application form for Affiliation: upto 20th February 2015 till 11:59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 25th February 2015 till 3.00 p.m. (Before the last date, duly filled in pro-forma maybe submitted on any working day up to 3:00 pm.

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.


(Rajiv Kale)
Registrar

No.GGSIPU/DR(Aff.)/Proposal/2015-16/

Dated:

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 Director, Department of Training & Technical Education, Muni Maya Ram Marg, Prem Baripul, Pitampura, Delhi
4. The Secretary, Department of Health and Family Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
5. The Secretary, Deptt. of Social Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
6. COF, GGSIPU, New Delhi for information.
7. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
8. A.R. to Registrar for kind information of Registrar, GGSIPU.
9. Officer In-charge, Server Room with a request to upload this on the University website.


Assistant Registrar (Affiliation)

**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
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. 20th February, 2015 till 11.59 p.m. (for submission of online application form for affiliation) and 25th 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.

<p>_____</p> <p>Specimen Signatures of the Authorized signatory with seal</p> <p>(Authorization Letter No..... dated) Issued by</p>	<p>Name of authorized signatory _____</p> <p>Designation _____ (with seal)</p>
<p>16. Approval of the Statutory Body Annexure No..... (Document No..... dated) Issued by</p>	

(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 st Instalment	2 nd Instalment	3 rd 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 st Sem.						
2 nd Sem.						
3 rd 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 :

**GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2ND FLOOR, 5-SHAM NATH MARG, DELHI-110054**

MS

No.F.DHE-4(60)/Policy Guidelines/14-15/Pt.file/524

Dated:- 29/01/15

To,
The Vice Chancellor,
Guru Gobind Singh Indraprastha University,
Sector 16-C, Dwarka,
New Delhi-110075

Sub.-: Approval for publishing an advertisement with respect of invitation of proposal for continuation of provisional affiliation for the academic session 2015-16 by GGSIP University.

Sir,
I am directed to convey the No Objection of Chief Electoral Officer, Delhi to publish an advertisement with respect to invitation of proposal for continuation of provisional affiliation for the academic session 2015-16 by GGSIP University, with the condition that :

"No impression should be given or created that the same has been done with a view to influencing the electorate in favour of ruling party. Further, in case of advertisements, photo of any minister/ political functionary should not be contained therein".

Besides, Hon'ble Lt. Governor, Delhi has also approved the continuation of the existing Policy Guidelines norms vide letter dated 06/05/2011 as modified vide orders dated 02/04/2014 and 01/07/2014.

Yours faithfully.

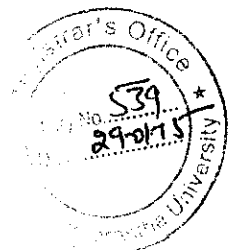
Handwritten signature
19/11

Handwritten signature

Handwritten notes:
RS
20/1/15
Mof NUM

Handwritten signature
(Achla Singh)
Director (Higher Education)

Affiliation Branch 5883
Received on.....
29/1/15



29/11/14
1131c

**GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B - WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54.**

NO.DHE-4(61)/2010-11/1391

Dated: - 01/11/14

To,

The Registrar,
Guru Gobind Singh Indraprastha University,
Sector-16C, Dwarka,
New Delhi-110 075.

**Sub: POLICY GUIDELINES FOR ISSUE/REVALIDATION OF 'NO
OBJECTION CERTIFICATE' FOR THE ACADEMIC YEAR 2014-15-
CONTINUATION REGARDING**

Sir,

In this regard, I am directed to convey approval of Hon'ble L.G in regard to modification/additions in the existing Policy Guidelines conveyed by this office letter no. DHE.4 (61)/2010-11/08 dated 02/4/2014 for the academic year 2014-15:

1. The FAR for the institutes in the conforming area may be increased maximum up to 225%, as notified by the MOUD vide notification dated 23/9/2013.
2. The built up area as assessed and verified by the JAC during their visit to an institute in conforming area and mentioned in their report may be considered for granting the course(s)/ intake to that Institute, subject to the maximum limit as prescribed. Considering the fact that any building in use may have common operational areas like Basement, stairs etc., JAC may be advised not to take covered area strictly as built up area. Instead, the built up area as certified by the local body/architect may be taken as final.
3. Cases of all those institutes who were allowed to start various new programme/additional intake during 2013-14 on the recommendation of the JAC and without the NOC of the Delhi government may be reviewed. Issuance of NOC to various institutes for such

29/7/14
11/2/14

programmes/intake for 2013-14 may be reconsidered as per the recommendations of JAC and availability of built up space as verified and mentioned by the JAC on the basis of legal documents. Since some of the institutes that were not considered for such programmes / intake by the JAC for 2014-15, University may be asked to conduct separate JAC for this purpose, wherever required and NOC may be granted based on recommendation of JAC.

4. Interchange of existing programmes in the institutes may be allowed among the courses being run in the institute subject to the provisions of the policy guidelines, more especially the space factor as explained at item nos. (1) and (2) above.
5. The ban on the new affiliations during the academic year 2014-15 may be relaxed and affiliation may be granted subject to strict scrutiny of facilities to ensure fulfillment of all norms about infrastructure, staff / faculty etc. through JAC and only after NOC is obtained from the State Government. The University shall ensure that an engineer of at least EE rank is a part of the assessment committee.
6. For MBA programme, norms and standards for infrastructure and academic facilities as prescribed by AICTE may be considered for grant of intake and issuance of NOC.
7. For colleges located outside Delhi, 85% seats must be reserved for Delhi residents.

This supersedes the earlier letter no. **NO.DHE-4(61)/2010-11/1342 dt. 27/6/2014.**

Yours faithfully,

(Signature)
01/7/14
(ATUL MARWAH)

ADMN. OFFICER (HIGHER EDUCATION)

296/G
m/c

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B -WING, 2ND FLOOR, 5 SHAM NATH MARG, DELHI-54.

NO.DHE-4(61)/2010-11/1390

Dated: - 01/7/14

To,

The Registrar,
Guru Gobind Singh Indraprastha University,
Sector-16C, Dwarka,
New Delhi-110 075.

Sub: LOI issued by GGSIP University for Academic Year 2014-15

Sir,

I am directed to convey approval of Hon'ble L.G of the following :

1. LOI issued by the University in the case of JIMS Institute, Noida is concerned with the State Government of U.P. Institute may be asked to take-up the matter with concerned State Government and then approach the GGSIP University.
2. LOI issued by the University in the case of Chanderprabhu Jain College of Higher Studies may be honoured subject to the approval of the statutory body and recommendation of JAC for the academic year 2014-15.

Yours faithfully,



(ATUL MARWAH)

ADMN. OFFICER (HIGHER EDUCATION)

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2ND FLOOR, 5-SHAM NATH MARG, DELHI-54.

speed post. 37/c
B/c
11/2/14

No. DHE.4(61)/2010-11/28

Dated: 02/9/14

To

The Registrar,
GGSIP University,
Sec-16-C, Dwarka,
New Delhi-110075.

Sub: Policy Guidelines for Issue / Revalidation of 'No Objection Certificate' for the Academic year 2014-15 - continuation regarding.

Sir,

This is with reference to various communications received from GGSIP University on the above mentioned subject.

In this regard, I am directed to state that:

1. Policy Guidelines as circulated vide this Department is letter No. DHE 4(61)/2010-11/304 dated 06.05.2011 and letter No. DHE 4(61)/2010-11/1745-56 dated 29.09.2011, shall be continued for Academic year 2014-15.
2. No new affiliation shall be considered by the University for the Academic Year 2014-15.
3. During the Academic Year 2014-15, intake shall not be enhanced and courses shall not be added in any self financed institute.
4. NOCs for the Academic year 2014-15 will be issued only after scrutinizing the JAC reports in accordance with the provisions of the Policy Guidelines.
5. To facilitate the admission and counseling process for 2014-15, the intake as allowed in the NOCs issued by the Dte. of Higher Education during the year 2013-14 for each institution and each course shall only be allowed as provisional intake for the Academic Year 2014-15.
6. List of the twenty IAS Officers (Retd.) is enclosed herewith to be considered as the Chairman of JACs for Academic Year 2014-15.

This issues with prior approval of the competent authority.

Yours faithfully,

(Atul Marwaha)
Admn. Officer (HE)

DR-AGG
4/4

affiliation Branch 4118

13/7
03-4-14

**GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2nd FLOOR, 5 SHAM NATH MARG, DELHI**

No.DHE-4(61)/2010-11/ 304

Dated: 6 5 2011

To

**The Registrar,
Guru Gobind Singh Indraprastha University,
Sector -16 C, Dwarka,
New Delhi-110 075.**

Sub: POLICY GUIDELINES FOR ISSUE / REVALIDATION OF 'NO OBJECTION CERTIFICATE' AND OTHER ALLIED MATTERS TO PRIVATELY MANAGED SELF-FINANCED INSTITUTIONS LOCATED IN CONFORMING AREA, SEEKING AFFILIATION / AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY FOR THE ACADEMIC YEAR 2011-12 & ONWARDS.

Sir,

The Society / Institute should directly apply to the Registrar, Guru Gobind Singh Indraprastha University for revalidation / issue of NOC as per Guidelines.

NOC shall be considered / granted only to those new institutions which are located in conforming area as per MPD 2011.

(1) Existing Institution in Permanent Campus:-

If an institution functioning from a permanent building or campus wishes to withdraw or inter-change a programme, the institution may do so by submitting an application to the Guru Gobind Singh Indraprastha University, hereinafter called G.G.S.I. University, Govt. of NCT of Delhi enclosing the following details:-

- i) Status of admission for the last 2 years for that programme;*
- ii) The reasons for proposed withdrawal or inter-change;*

[Handwritten signature]
[Handwritten date: 19/5]

- iii) *The Policy proposed to be adopted for dealing with existing students if the course(s) is allowed to be withdrawn or interchanged.*
- (2) *No fresh admission might be allowed in a programme of an affiliated institution where admission has been less than 50% of the sanctioned seats for the last 2 years and where faculty position is unsatisfactory. Consequently, the programme shall be placed in "No Admission" category. The Government may revalidate a No Objection Certificate granted to an affiliated institution running in a permanent campus for running existing programmes after careful consideration of the following parameters:-*
- i) *That programmes are being run smoothly and the quality of education imparted is of acceptable standards.*
 - ii) *That all terms and conditions given in the NOC are being complied with.*
 - iii) *All terms and conditions for affiliation prescribed by the G.G.S.I. University and other Statutory Bodies are observed.*
- (3) (a) *The Government may revalidate NOC granted to institutions affiliated to the GGSI University for up to a period of five years subject to the following conditions:-*
- i) *The institutions should be running in conforming area and in a permanent campus of its own.*
 - ii) *The institution should be successfully running academic programme(s) approved by the GGSI University for at least a period of three years.*
 - iii) *The Joint inspection team appointed by the GGSI University has recommended grant of NOC for up to five years on the basis of other parameters as well.*
 - iv) *The Institution has secured at least 75% of the maximum marks of the inspection report*
- (b) *The Government may revalidate NOC granted to institutions affiliated to the GGSI University for up to a period of three years subject to the following conditions:-*
- i) *The institutions should be running in conforming area and in a permanent campus of its own.*
 - ii) *The institution should be successfully running academic programme(s) approved by the GGSI University for at least a period of three years.*

- iii) The Joint inspection team appointed by the GGSJ University has recommended grant of NOC for up to three years on the basis of other parameters as well.
- iv) The Institution has secured 65% to 74% of the maximum marks of the inspection report
- (4) Notwithstanding the revalidation of the NOC for more than one year of such institutions, the government, at its sole discretion, reserves the right to continue to carry out inspections of institutions to ensure that the terms and conditions of NOC and the policies and norms of the government, the GGSJ University and other statutory bodies are being observed.
- (5) If it comes to the knowledge of the government through such inspections or otherwise that there has been violation of the terms and conditions of the NOC and that of the policies and norms of the GGSJ University and other statutory bodies, the NOC may either be withdrawn or cancelled after following appropriate procedure.
- (6) NOC is also liable to be cancelled if it has been obtained by fraud or misrepresentation of facts.
- (7) 2nd Shift:-

(1) Institutions running in permanent campus may be allowed to run 2nd shift for BBA, BBA(B&I), BBA(T&TM), BBA(CAM), BCA, BJMC and where the recognition / NOC has been received from the statutory bodies. The terms & conditions of the 2nd shift are as mentioned below:-

- i. As regards AICTE approved courses, in the annual review/ inspection of the institution by the Joint Assessment Committee, the institution must have obtained more than 60% marks for the past 2 years in succession. The institution must have 80% faculty in position for the last two years for all programmes that have been approved.
- ii. The institution / society must not have been penalised for any major offence during the last three years by the University/ Government.
- iii. The 2nd shift may be permitted for those institutes which are preferred on the basis of quality of education, distance, fee etc.
- iv. The institution must have atleast 50% of the required senior faculty i.e. Professors and Readers for the last

two years. The institution should however meet the senior faculty norms within the next two years.

v. In any institution only those programme(s) can be permitted in the evening shift, which are being conducted in the morning shift. In any case, the number of students in any programme in the evening shift will not be more than that in the morning shift.

- a) The commencement of the classes in the second shift and the examinations in the second shift will be held concurrently with the morning shift students in the same programme to keep the same standard of examination.
- b) The institution may recruit teachers for the second shift and have them in position two weeks before the commencement of actual classes.
- c) The institution will have to procure more text books for the evening shift students, as may be required by the GGSJ University / Statutory Body.
- d) The institution must recruit 50% additional permanent faculty as per approved norms for the 2nd shift and have them in position two weeks before the commencement of actual classes. For the said purpose 25% visiting faculty may be engaged and remaining 25% faculty may be utilized from the existing faculty. The existing faculty may be paid 50% of the Basic Pay + DA for the additional work.
- e) As far as non-teaching supporting staff is concerned, at least 50% additional staff should be appointed for 2nd shift and 50% existing staff of the 1st shift may be utilized. The existing staff may be paid 50% of Basic Pay + DA for the additional work.

vi. If the institution is able to satisfy the University regarding the teaching staff being in position, non-teaching staff arrangements having been made and the schedule of classes being approved atleast two weeks before the allotment of students, the students may be allotted during counselling itself.

vii. All such institutes as are permitted to run 2nd shift shall be required to deposit 25% of the fee collected from the students admitted in 2nd shift till the course is completed, in higher education / training & technical education Departments for providing financial

assistance to the students belonging to economically weaker section of the Society.

- viii. GGSJ University shall also inform the Government the number of 2nd shift programmes started in various institutes within a week from the last date of admission.
- ix. As regards AICTE approved courses, the 2nd shift may be permitted only for those programmes which are already running in the existing institutions/premises for at least four years.
- x. Admission to the 2nd shift programme would be made on the basis of Common Entrance Test being conducted for the regular programme.
- xi. The reservation policy for admission would be same as that of the regular programme/guidelines issued by the Govt. of NCT of Delhi.
- xii. The fee for the students admitted in the 2nd shift would be the same as that for the students admitted in the regular programme.
- xiii. The institution will be required to give fresh undertaking for the programmes to be started in 2nd shift that they will abide by the terms and conditions/guidelines framed by Govt. of NCT of Delhi for running the said programme.
- xiv. After these conditions are satisfied, the University will issue a Letter of Intent (Loi) to the institute for starting the second shift of programme(s) in their Institution. After this letter is issued, the institute is expected to comply with the following :-
- a) Submit to the University a proposed routine of the classes for both the shifts in that programme.
 - b) The evening shift students might have to study six days, which might include Saturday/ Sunday in full, to complete the hours of study as per the scheme of the course. There would be no relaxation on academic content for the second shift.