



Guru Gobind Singh Indraprastha University

Sec 16 C Dwarka, New Delhi – 110078

GGSIU/Admissions/2017/23111

Aug 10, 2017

To,
The Principals / Directors,
All Self Financing Affiliated Institutions.

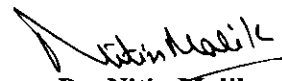
Subject: - Regarding Submissions of documents as Procedure notified vide notice dated 05.08.2017 and 08.08.2017 for filling up Remaining Vacancies (If Any), after SPOT-OPEN HOUSE Counselling for Academic Session 2017-18.

In reference to Notification for filling up Remaining Vacancies (If any), after SPOT-OPEN HOUSE Counselling for academic session 2017-18, vide Notice No. IPU-7/Online Counselling/2017/23009 dated 05.08.2017, and IPU-7/Online Counselling/2017/23030 dated 08.08.2017 & IPU-7/Online Counselling/2017/23039 dated 08.08.2017. All Affiliated Institute / Colleges where the remaining vacancies are to be filled after SPOT-OPEN HOUSE Counselling are to submit documents as below:-

1. Copy of Order, Constituted Admissions Committee (Comprising of Director/Chairman/Person, two faculty) as per above mentioned notified Schedules. University Observer is appointed by GGSIP University.
2. Copy of the Newspaper advertisement (as applicable) Snap Shot of the notice on website mentioning clearly applications invited from the period 08/08/2017 to 12/08/2017 and as uploaded on Institute / Colleges website notice
3. Copy of the notice for filling vacant seats pasted on the Notice Board of the Institute / Colleges.
4. As already notified in the Schedule for filling up Remaining Vacancies (If any), after SPOT-OPEN HOUSE Counselling for academic session 2017-18, All Institute / College, wherever the vacancies are to be filled after Spot / Open House Counselling and applications have been received, the Merit List Programme-wise is to be displayed by Affiliated Institutes / Colleges on their website Notice Board. **The copy of the Merit List Programme-wise displayed on Institute / College website and Notice Board as on 13/08/2017 along with the schedule notified for counselling to be held on 14/08/2017.**
5. The vacant seats (if any) in a Programme is to be checked and ensured by the Institute / Colleges that the admitted students in the Institutes / Colleges along with Vacancy Position as given by University is to be as per the Sanctioned Intake Only for academic session 2017-18. A Certificate duly signed by the Director for vacant seats taking in consideration the total students already admitted through counselling including SPOT round and vacant seats to be considered as per withdrawals (if any), submitted at the Admissions Branch till 11th August 2017, is well as within / per Sanctioned Intake for the Programme in the academic session 2017-18.

Copies of all above documents duly signed by Director / Principal alongwith stamp of the Institute) be submitted the Admissions Branch on e-mail id acad.ggsipu@gmail.com latest by **5 PM on 13.08.2017**.

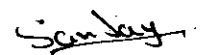
The submissions of documents in the Admissions Branch are mandatory for Conduct of Counselling to be done at respective affiliated Institute / College from the merit list for Provisional Allotment.


Dr. Nitin Malik

Joint Registrar (Admissions)

Copy to:-

1. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
2. SO, Pro-Vice Chancellor Sectt., GGSIP University for information of Pro-Vice Chancellor.
3. AR, O/o the Registrar, GGSIP University for information of Registrar.
4. Incharge UITS, with the request to upload the schedule of Counselling on University's Website.
5. Academic (Admissions) Reception Counter.
6. EDP Section of Academic (Admissions) Branch.
7. Guard File.



Sanjay Dalal
Section Officer (Admissions)