



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

GGSIPIUAdmissions/JR(Admissions)/2018/ 1764

Date: 09/03/2018

To,

All Dean(s) of University Schools of Studies, and
Director(s) / Principal(s) of Affiliated College(s)

Subject : Issuance of Deletions orders / cancellation letters in respect of the candidates who have discontinued their studies etc, for students admitted during previous batches prior to 2016-17 and / or any pending case (if any) for students admitted in 2016-17.

Madam/Sir,

The University has been in receipts of numbers of requests from various colleges / Institutes requesting for cancellation of admissions of students admitted in various programmes in previous batches as mentioned above and even previously for the correction in the date of cancellation for cancellations orders issued.

May please refer circular(s) issued from Admissions / Academic Branch from time to time and reference may be made to circular GGSIPU/Academics/JR(Academics)/2016/13052 dated 29.08.2016, wherein a format was circulated and uploaded to be filled by the Institutes / Colleges and to be submitted in the University, Programme-wise along with all necessary documents, including the withdrawal applications etc submitted by the candidates for considering the requests for Cancellations of Admissions.

It is observed that number of of Institutes / Colleges are not submitting the required information in the notified format and rather submitting the Piecemeal / incomplete information creating delay as well as sometime duplicacy / errors in the Cancellations of Admissions.

It is once again requested to please comply with the Instructions issued from the Admissions Branch and submit the requests for cancellations / Deletions for students admitted Programme-wise in the format notified earlier and reproduced again.

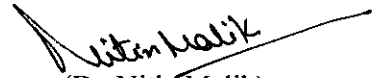
Institute / College Name:-

S o	Programme /Shift	Candidate's Enrollment Number	Candidate's Name	Upto which semester appeared in Semester Exam	Upto which year paid the fees	Cancellations requested from which academic session	University Cancellations Order issued / pending and if issued, the University notifications along with the copy of order to be submitted	Remarks

To be duly signed by Principal / Director

All Institutes / College are hereby requested again to relook into the applications so submitted in the University for cancellations / deletions and to submit afresh the same in the above notified format, if not submitted accordingly as per the format.

We appreciate for your cooperation in this regard



(Dr. Nitin Malik)

Joint Registrar (Admissions)

Copy to:

1. AR to Vice Chancellor for kind information of the Hon'ble Vice Chancellor, GGSIPU.
2. SO to Pro Vice Chancellor for kind information of the Pro Vice Chancellor, GGSIPU.
3. AR to the Registrar for kind information of the Registrar, GGSIPU.
4. PS to the Controller of Finance for kind information of Controller of Finance, GGSIPU.
5. In-Charge Server room with a request to upload on University website, GGSIPU.



(Geeta Mahajan)

Assistant Registrar (Admissions)