



CHAPTER- 6: RESERVATION POLICY

6.0 Abbreviations

D : Delhi Region
OD : Outside Delhi Region
GEN : General Category
SC : Scheduled Caste
ST : Scheduled Tribe
Def : Defence
PWD : Persons With Disability
OBC : Other Backward Class
MGMT : Management Quota
DSC : Delhi Region Scheduled Caste
DST : Delhi Region Scheduled Tribe
Ddef : Delhi Region Defence
DPWD : Delhi Region Persons With Disability
DOBC : Delhi Region Other Backward Class
ODSC : Outside Delhi Region Scheduled Caste
ODST : Outside Delhi Region Scheduled Tribe
ODDef : Outside Delhi Region Defence
ODPWD : Outside Delhi Region Persons With Disability
AISC : All India Region Scheduled Caste
AIST : All India Region Scheduled Tribe
AIDef : All India Region Defence
AIPWD : All India Region Persons With Disability
KM : Jammu and Kashmir Migrants
EWS: Economically Weaker Section
SGCQ: Single Girl Child Quota
SQ: Sports Quota

6.0.1 Relaxation in Eligibility

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel / Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement or as specified by the statutory body governing the programme of study, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:

- a. Relaxation of any kind, as mentioned above and elsewhere in this Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling / Admission. Therefore, for seeking those relaxations, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.
- b. **In addition to original document as referred above, the candidate will also have to upload/submit/bring the relevant format as per Appendix 10 of Part F duly completed in original and signed which will become part of the Admission file.**

6.1 Reservation Policy for USS/Affiliated Govt. Institutions and Affiliated Self Financing Colleges/Institutions other than Minority Institutions

The Reservation Policy for the University Schools, Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the Academic Session 2025-26 are as under:

For University Schools of Studies and Government Institutions Located in NCT of Delhi	For Self Financing Institutions Located in NCT of Delhi except minority status institutions	Self Financing Institutions Located in NCR outside Delhi except minority status institutions
85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DOBC - 27% *DDEF – 5% *DPWD – 5%	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 17% DST - 1% *DDEF – 5% *DPWD – as per fresh Orders/ Guidelines of Govt. of NCT of Delhi.	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% *DDEF – 5% *DPWD – as per policy of the University
15% of the sanctioned intake shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% *ODDEF – 5% *ODPWD – 5%	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% *ODDEF – 5% *ODPWD – as per fresh Orders/ Guidelines of Govt. of NCT of Delhi	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% *ODDEF – 5% *ODPWD – as per policy of the University

Note: The above reservation is not applicable to Army College of Medical Science, Army Institute of Education and Army Institute of Management and Technology.

***There shall be horizontal reservation for the Sub Category PWD & Defence.**

Note: Reservation for EWS and OBC category is applicable only in University School of Studies and Govt. Colleges, if affiliated. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.

1. For Institutions funded by the Central Government, affiliated with GGSIP University, the seat matrix shall be as per the Orders of Government of India. Such Institutions will be required to submit their seat matrix as per the reservation policies applicable to them based on the approved sanctioned intake for the current academic session 2025-26 for the purpose of Admission Counseling.
2. For Institutions funded by the Govt of NCT of Delhi, affiliated with GGSIP University, the seat matrix shall be as per the Orders of Government of NCT of Delhi. Such Institutions will be required to submit their seat matrix as per the reservation policies applicable to them based on the approved sanctioned intake for the current academic session 2025-26 for the purpose of Admission Counseling.
3. For minority institutions located both in the NCT of Delhi, and Outside NCT of Delhi in NCR, the seats are reserved as per the request of the Institution for the appropriate minority segment, and remaining seats thereafter shall be allocated with reservation as per the policy of the Govt. of NCT of Delhi.



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NOTE:

1. The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of Enrollment for Online Centralized Counselling. The certificate in the name of either of the parents (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seats, even on the basis of any undertaking.
2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST category then He/She has to bring SC/ST/ certificate issued by Govt. of NCT of Delhi and also should have passed his/ her qualifying exam from Delhi School/College.
3. 10% of the total seats will be allocated as management quota in Self Financing Affiliated Institutes only (unless surrendered by the college/institute) seats as per the provisions of “Delhi Professional Colleges or Institutions Act 2007” and the Rules 2007 made thereafter. However in University Schools of Studies, Minority status Institutions, Government Institutions and ACMS, AIE & AIMT, there will be no Management Quota.
4. **Reservation in OBC category is not applicable at Master's level and Postgraduate Diplomas except Post Graduate Medical Courses.**
5. **In addition to original document as referred above, the candidate will also have to upload/submit/bring the relevant format as per Appendix 10 of Part F duly completed in original and signed which will become part of the Admission file.**

6.1.1 Scheduled Castes and Scheduled Tribes

1. In order to claim reservation under this Category, the candidate must have a rank in the applicable merit list of NLT and GGSIPU CET 2025. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa.
2. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved during last round of Online counselling after exhausting list of respective reserved category.
3. The online counselling process during the last round shall allot all the reserved seats to the reserved category candidates. In case, after completion of the process of allotment, the seats in the SC category remain vacant, then, those seats shall be converted to the ST category and shall be offered to ST category for allotment. In case, the ST category candidates are not available, to utilize the vacant seats of SC, then, the seats shall be converted to Un-reserved category in the same region.
4. Similarly, if after allotment of seats during the last round, the ST category seats remain vacant, then, the vacant seats shall be offered to the SC category candidate. In case, the SC category candidates are not available, to utilize the vacant seats of ST, then, the seats shall be converted to Un-reserved category in the same region.

In the Online/ Offline spot round of Centralized Counselling there shall be no reservation on the basis of category as the vacant seats of SC & ST, if vacant on account of non-availability of SC & ST category candidates would have been converted into Un-reserved category prior to Spot Round of Centralized Counselling.



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A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

- i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
- ii. Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
- iii. Revenue Officer not below the rank of Tehsildar;
- iv. Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

NOTE:

1. The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
2. The required certificate (s) for reserved categories will be essential at the time of the Online counselling for admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/ guardians.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
4. However for Central Government Institutions, if affiliated, seat allocation will be on the basis of seat matrix provided by the Central Government Institute or the instructions received from Govt. of India.

6.1.2 Defence Category

In reference to letter no.DHE6(32)/Court Case/2312-13/2367-2077 dated 08.05.2019 on the reservation in respect of wards of Paramilitary Force/Police Personnel with direction to follow same Reservation Policy as mentioned in year 2018-19 in the forthcoming sessions in admission to the wards of Paramilitary Force/Police Personnel. The reservation preference policy in respect of wards of Armed forces shall be as per the letter no. F. No 6(1)2017/D (Res.II) Govt of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated 21.05.2018 circulated vide this Directorate of Higher Education letter no. F.No. DHE6(32)/Court Case/2312-13/3333-39 dated 06.07.2018.

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|--------------|--|
| Priority I | : Widows/Wards of Defence personnel/Para Military Personnel killed in action. Required Certificate: Proof in Original. |
| Priority II | : Wards of Defence Personnel and ex-servicemen/Para Military personnel disabled in action and boarded out from service with disability attributed to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out. |
| Priority III | : Widows/Wards of Defence personnel/Para Military personnel who died in peace time with death attributable to military service. Proof in Original. |
| Priority IV | : Wards of Defence personnel/Para Military personnel disabled in service and boarded out from service with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out. |
| Priority V | : Wards of serving Defence personnel and Ex-Servicemen /para military/police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. |

- i. Param Vir Chakra



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- ii. Ashok Chakra
- iii. Maha Vir Chakra
- iv. Kirti Chakra
- v. Vir Chakra
- vi. Shaurya Chakra
- vii. Sena, Nau Sena, Vayu Sena Medal
- viii. Mention in Despatches
- ix. President's Police Medal for Gallantry
- x. Police Medal for Gallantry

As per letter no. 371/Adm/Medical Seats/Vol.I dated 02.07.2023 of Govt of India, Ministry of Defense, Kendriya Sainik Board, West Block 4, Wing-7, R K Puram, New Delhi 110066, the precedence of Gallantry Awards as per Priority V.

Priority VI : Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book supported by PPO (Pension Payment Order).

Priority VII : Wives of

i. Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.

ii. Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.

iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered:

Priority VIII : Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

Priority IX : Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling for admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Appendix 1 of Part E duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
 - i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.
2. For admission to a seat reserved for Defence Category:



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- i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
- ii. The Children/ Widow of the officers and men of Armed forces who died or were disabled on duty must submit a certificate to that effect from the following authorities.
 - i. Secretary, Kendriya Sainik Board.
 - ii. Secretary, Rajya/ Zila Sainik Board.
 - iii. Officer-in-Charge, Record Office.

Note: A statement to the effect that “the death/ disability is attributed to military service” is required to be included in the certificate.

6.1.3 Persons with Disabilities (PWD)

PH/PWD seats in Government Colleges shall be 5% in accordance with the provisions of ‘The Rights of Persons with Disabilities Act 2016’ (PWD ACT) while it shall be as per policy of Govt. of NCT of Delhi in Self Financing Institutions. All the candidates who furnish PWD certificate from any Government Hospital/ Unique Disability ID issued by the Government of India having minimum disability of 40% under the provisions of ‘The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and Outside Delhi seats. Reservation of seats for persons with benchmark disabilities is open to all specified categories.

6.1.4 Other Backward Class

27% seats are reserved only for candidates holding “OBC CERTIFICATE (DELHI)”, i.e. OBC Certificate issued to original residents of Delhi prior to 1993 belonging to the list of OBC castes in Delhi issued by Competent Authority of Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. **Certificate issued for “Applying for appointment to posts under Govt. of India” or issued by any other state government will not be accepted under any circumstances. “OBC CERTIFICATE” issued by a Competent Authority of Delhi to an individual on the basis of OBC Certificate of his/her parents from another state will not be accepted for claiming a seat under OBC Category. Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2025. It is mandatory to submit the Non-Creamy Layer Certificate issued after 31st March, 2025 for claiming Reservation against OBC Category in addition to valid OBC Certificate.**

(गैर-क्रीमी लेयर (Non-Creamy Layer) प्रमाणपत्र 31 मार्च, 2025 के बाद जारी किया जाना चाहिए। ओबीसी प्रमाणपत्र के अलावा ओबीसी श्रेणी के अंतर्गत आरक्षण का दावा करने के लिए 31 मार्च, 2025 के बाद जारी गैर-क्रीमी लेयर प्रमाणपत्र जमा करना अनिवार्य है।)

The OBC reservation shall be applicable only to Undergraduate programmes of studies and Post Graduate Medical Courses within Government Institutes. No OBC reservation shall apply to post-graduation or higher level programmes of studies.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC and for such reservation the certificate issued should be as per the central list of OBC and the non-creamy layer certificate should be issued after 31st March, 2024.

A list of approved Competent Authorities for the issuance of OBC certificates is as under:-



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District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Executive Magistrate.

6.1.5 Minority Institutions

Some of the self – financing institutions affiliated to the University have a minority status. For minority institutions located both in the NCT of Delhi, and Outside NCT of Delhi in NCR, the seats are reserved as per the request of the Institution for the appropriate minority segment, and remaining seats thereafter shall be allocated with reservation as per the policy of the Govt. of NCT of Delhi.

6.1.6 Jammu & Kashmir Migrants

One seat, which will be supernumerary in nature is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through NLT/CET/CUET etc. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled. The University earmarks the seats reserved for the Jammu & Kashmir Migrants in a institution in specific programme of study at the time of counseling as per current practice. If any guidelines are received for the Government of NCT of Delhi before the commencement of counseling for the Academic Session 2025-26, the same shall be applied.

Note for Section 6.1:

1. It will be mandatory for the candidates to upload on the website the required reserved categories certificate (s) at the time of the Online Registration or at the time of Online Enrolment for participation in Centralized Counselling for claiming admission in a reserved category seat and under no circumstances the request of the candidate shall be entertained for considering his/her candidature in reserved category without bonafide certificate uploaded. It is re-iterated that no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians.
2. In case of married women applying to any course under reserved category has to produce the caste/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. The conversion of seats reserved for SC, ST, Minority, etc. to Un-reserved Category shall be done only after the completion of last rounds of Offline/ Online counselling for the reserved categories and no such conversion will be allowed during the previous counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats to unreserved seats shall be effected.
4. If any change in the reservation policy is made by the Government of NCT of Delhi, the same will be announced on University's Website (www.ipu.ac.in) and implemented.
5. **Clarification for Admissions in Reserved Category:** Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - i. **If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST categories, then admission is permissible under Delhi Reserved category.**
 - ii. **If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.**



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- iii. If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST reservation

6.1.7 Economically Weaker Section (EWS)

Implementation of 10% reservation of Economically Weaker Sections, as per letter no. F.DHE.1(119)/Estt./2318-19/2549-76 dated 17.06.2019 in terms of OM No. F No. 12-4/2319-U1 dated 17.01.2019 issued by the Ministry of Human Resource Development, Department of Higher Education in this respect to give effect to the provision of the Constitution (One Hundred and third Amendment) Act, 2019 for all higher educational institutions funded/aided, directly, or indirectly, by the Government of NCT of Delhi. The candidates shall be granted admission in EWS category subject to fulfillment of all the conditions as per rules of Govt

Note:

- 1 Reservation for EWS category is applicable only in University School of Studies and Govt. Colleges affiliated with GGSIP University only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.
- 2 Reservation for EWS category is applicable for Un-reserved Category Candidate only. Candidates claiming reservation for SC/ST/OBC Category will not be considered for reservation under EWS Category.
(एससी/एसटी/ओबीसी श्रेणी के लिए आरक्षण का दावा करने वाले उम्मीदवारों को ईडब्ल्यूएस (EWS) श्रेणी के तहत आरक्षण के लिए विचार नहीं किया जाएगा।)
- 3 EWS Certificate should be issued after 31st March, 2025 stating valid for year 2025-26.

(वर्ष 2025-26 के लिए वैध ईडब्ल्यूएस प्रमाणपत्र (EWS certificate) 31 मार्च, 2025 के बाद जारी किया जाना आवश्यक है।)

6.2 Management Quota Admissions

The procedure to be followed by the Self Financing Institutions while carrying out Admissions under Management Quota has been elaborated in Rule 8 of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007 and the same is re-produced below:-

Rule 8 of DPCI Rules, 2007 -
(8) Allotment of Seats

- (1) Allotment of seats in an un-aided professional college or institution shall be made college or institution shall be made college or institution-wise for each course.
- (2) Every Institution other than a minority institution, shall provide for seats in respect of management quota, wards of defence personnel, persons with disability and others in the manner as described below:-

(a) Management Quota

- (i) The Chairman or Secretary of the highest management body of the Institution shall furnish an affidavit to the designated agency, mentioning therein that they have followed the procedure laid



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down in the Act and these rules in a transparent manner and that they have done so without any prejudice or undue favour. Such an affidavit shall accompany the list of successful candidates under management quota, to be lodged with the University in the manner laid down in sub-clause (viii).

- (ii) The institution shall advertise the admission notice for management quota seats in at least two leading daily newspapers, one in Hindi and other in English in addition to displaying the same on the institution's website and the institution's notice board, kept at a conspicuous place. The admission notice shall be displayed at least a fortnight before the last date for closing of admission for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats. The admission notice shall include therein the place from which admission forms will be available, the date, the time and manner for submission of completed applications and the schedule for various admission processes and counselling. Prospective applicants shall be given a period of at least eighteen days to apply for seats under the management quota, in the aforementioned manner.
- (iii) While calculating the management seats, fraction less than 0.7 shall be ignored and above that converted into one full seat.
- (iv) Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution's website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications. The criteria for rank ordering of applications with a tie in the qualifying examination's aggregate marks shall be the same as those laid down in the admission brochure or as laid down by the designated authority.
- (v) Based on the merit list so drawn up, the institutions concerned shall conduct admission counselling for allotment of branches/Programmes to qualified applicants within a period of three days of drawing up of the merit list of qualified management quota applicants. Such admission counselling will, however, be subject to the condition that there shall not be more than two rounds of counselling. The list of applicants who will be called for given round of admission counselling shall be displayed on the institution's website and notice board, kept in a conspicuous place.
- (vi) Following the conduct of admission counselling, the list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforementioned manner and the balance of the management quota seats in each Programme shall be published at the end of each round of counselling on the website of the institution as well as that of the designated agency. A copy of such list shall be displayed on the notice board of the designated agency as well as that of the institution, kept at a conspicuous place for the information of the candidates and others. The list of the candidates being called for the first round of counselling shall be displayed in the aforementioned manner along with the merit list, indicating therein the date, time and place at which the counselling will be held. The date, time and place of the second round of counselling will be displayed along with the list of candidates admitted in the first round of counselling.

Provided that the second round of counselling shall commence only twelve hours after publications of the list of applicants admitted in the first round of counselling and the discipline/Programme-wise balance of seats.
- (vii) The last date to fill up the management quota seats will be nine calendar days after the last date for regular admissions in the University and the concerned course.*



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- (viii) All admissions made to the management quota seats shall be provisional and will need ratification by the designated agency, which will convey its decision within a day of being informed by the institution of the list of successful candidates and the basis of their selection as per procedure mentioned herein before.
- (ix) The affiliated institutions shall not be authorized to admit candidates against the management quota seats after the cut-off date fixed as mentioned in sub-clause (vii) above.
- (x) If any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned”.**

***Note: For the purpose of deciding the last date of regular admissions, the nine calendar days shall be counted after last date of reporting of candidates in Institutions prior to the SPOT Counselling. The first day will be the immediate day after the last date of reporting.**

Instructions to be followed by Self Financing Institutions while carrying out Admissions under Management Quota Seats for the Academic Session 2025-26”

1. The admissions under Management Quota Seats in affiliated self financing institutes for Academic Session 2025-26 in various programmes being conducted in affiliated self financing institutes shall be strictly in accordance with the following provisions/orders;
 - a) Provisions of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act & Rules 2007.
 - b) Hon’ble High Court of Delhi Judgment dated 04.08.2023 and subsequent clarification dated 07.08.2023 in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. in LPA 563/2023. The Operating part (para 34) of Judgment dated 04.08.2023 are re-produced below:

Para 34 “We hereby dispose of the present appeal upholding the following directions notified in the circular dated 22.09.2022 with partial modification that besides online mode, the candidates shall also be eligible to apply in “offline mode” for Management Quota seats. The directions are as under:-

- i) “GGSIP University to make an online portal to display the branch-wise college wise seats available under Management Quota
- ii) Prospective students can apply online as well as offline against available seats under Management Quota
- iii) The college shall display the list of aspirant admission seekers on the online portal as well as on the notice board of the college
- iv) The college shall prepare common merit wise list of candidates who have applied through online and offline mode
- v) The merit list college wise shall be published online”

Subsequent to above Judgment dated 04.08.2023, the Hon’ble High Court of Delhi had issued a clarification vide its Order dated 07.08.2023 in which vide Para No. 9 of the Order, the following clarification was issued by the Hon’ble High Court of Delhi:-



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Para 9 *With regard to first prayer seeking modification in Para-34 of the Judgment, this Court finds that though this prayer is not maintainable, however, in view of the averments made therein, we hereby clarify that sub-clause (ii) of Para-34 of the Judgment shall be read as under:-*

“(ii) Prospective students can apply online on the portal of the institute as well as off line (in the prescribed form downloaded from the website of the college against receipt issued from the college) against available seats under management quota”.

- c) Any other instructions issued by the University as Designated Agency/Govt. of NCT of Delhi.
2. Section 12(1) (a) of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Rules, 2007 (Delhi Act 8 of 2007), states that in every Institutions, except the minority Institutions subject to the provisions of this Act, ten percent of the total seats in an unaided institution shall be allocated as Management Seats.
 3. Section 13 of the Delhi Professional Colleges or Institutions Act, 2007 states that “An Institution shall, subject to the provisions of this Act, make admission through a common entrance test to be conducted by the designated agency, in such manner, as may be prescribed: provided that the management seats may be advertised and filled up, from the candidates who have qualified the common entrance test, by the institution in a transparent manner based on the merit at the qualifying examination”.
 4. Rule 8(2)(a)(iv) states that based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution’s website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications.

The matter relating to aggregate marks was deliberated in the admission committee of the university and the decision of the Admission Committee of University regarding aggregate marks obtained by qualified applicants at the qualifying examination to be considered by Self Financing Institutions at the time of preparing of rank ordered merit list are as under:

For UG Programme:-

For most of the UG Programme calculating aggregate marks obtained in the qualifying examination aggregate marks of best 5 subjects should be taken which includes English and the mandatory subjects as prescribed in the UG Admission Brochure for the respective course/programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2025-26.

And for few programmes like BBA, BHMCT, BCA & BA (JMC) for calculating aggregate marks obtained in the qualifying examination aggregate marks of **best 4 subjects** should be taken which includes English. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2025-26.

For PG Programme

For calculating aggregate marks obtained in the qualifying examination aggregate marks of all the subjects studied during qualifying degree should be taken into consideration which must include the mandatory



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subjects as prescribed in the Admission Brochure for the respective course/ programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure 2025-26.

The Self Financing Institutions are required to strictly follow the above decision of the Admission Committee of University for preparing rank ordered merit list in Management Quota Admissions

5. The Rule 8(2)(a)(ii) notified by the Govt, of NCT of Delhi makes its mandatory for the affiliated institutes of publish admission notice advertisement for management quota seats in at least two leading daily newspaper, one in Hindi and the other in English in addition to displaying the same on the institutions website.
6. It is also mandatory that the admission notice advertisement shall be displayed at least fortnight before the last date for closing of admissions for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats.
7. It is also mandatory that applicants shall be given a period of at least 18 days to apply for the seats under the management quota admissions.
8. The last date of closing of admission for the concerned course in the University for the purpose of implementing Rule 8(2)(a)(ii)&(vii) will be the last date of reporting after the last round of online counselling prior to commencement of Spot Round Counselling. The first day for the purpose of counting nine calendar days will be the immediate day after the last date of reporting.
9. In view of the Hon'ble High Court of Delhi Judgment dated 04.08.2023 and subsequent Order dated 07.08.2023 of Division Bench in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. (LPA 563/2023), **the Self Financing Institutions are required to provide online portal to prospective students for applying for admission under Management Quota with the facility to download Application Form from their website itself. The Management Quota application forms (online/offline) should contain all the relevant fields, which is required for preparing rank ordered merit list. The Self Financing Institutions are required to issue acknowledgment receipt to each applicant at the time of submission of duly filled Management Quota Application Form as downloaded from the respective Institute's Website.**

Note:- The Institutes are expected to take all the required information from the candidates at the time of making online/offline applications so that immediately after last date of closing of application, the Rank Ordered Merit List can be prepared without asking candidates to visit institute for verification of documents, as there is no provision of verification of documents in the DPCI Rules, 2007. The verification of documents should only be done on the day of counselling prior to allotment of seats.

10. After the closing of admission portal (online/offline), the college shall display the list of all the aspirant admission seekers (applicants) on the online portal as well as on the notice board of the college. The college shall prepare common merit list of all the candidates who have applied through online and offline mode and the detail merit list programme wise and Shift wise shall be published online by the respective college/institute in their website prior to commencement of counseling. It is mandatory to submit rank ordered merit list within two days of closing date of receipt of Management quota application as per rule 8(2)(a)(iv).
11. All the Self Financing Institutions are required to submit copy of management quota admission advertisement containing following information published in the Hindi and English Newspaper including screenshot of advertisement/notice uploaded on the Institute website with date and time.



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- (a) Starting date of online management quota registration
 - (b) Closing date of online management quota registration.
 - (c) Information about the facility of downloading of availability of management quota applications forms on the website of the institute for the information of prospective applicants.
 - (d) Other relevant information as mentioned in Rule 8(2)(a)(ii) of Rule, 2007.
 - (e) Information relating to URL specifically on which information related to Management Quota Admissions 2025-26, online application form, and facility of downloading management quota Application Form uploaded by the Institute.
12. Rule 8(2)(a)(x) states that if any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned”.
13. **All admissions made to the Management Quota seats by the Institutions shall be provisional till the University as designated agency ratifies the same.**
14. The Self Financing Institutions shall strictly adhere to the provisions/Judgments/Orders mentioned in the para 1 of the instructions while carrying out Admission under Management Quota.
15. **Failure by any institution to follow the rules, procedures and schedule as prescribed shall lead to non-ratification of management quota admissions of an institution by the University.**

Additional Important Note for Management Quota Admissions :

1. The results of any candidate desirous of seeking admissions to the self – financing institutions affiliated to the University must be declared before preparation of the Merit for Management Quota. These results should be such that the candidate is eligible for the award of the qualifying degree for admissions to the programme of study and satisfies all eligibility criteria specified in this admission brochure and has qualified the common entrance test (or the national level test deemed as CET) as prescribed for a specific CET code / programme of study.
2. **It is mandatory for all the candidates desirous of seeking admission through management quota to complete the process of Online Registration in the Institute of her/his choice by paying the requisite Application Fee as per the University procedure and it is also mandatory that the said candidate should have qualified in the respective National Level Test or in the GGSIPU CET 2025 or CUET wherever applicable.**
3. The institution shall advertise the admission notice for inviting application for management quota seats in at least two leading daily newspapers, one in Hindi and other in English **being published in Delhi** in addition to displaying the same on the institution’s website and the institution’s notice board, kept at a conspicuous place. **The copy of Advertisement will be sent on the same day through E-mail in the office of Designated agency.**
4. The Institutes are expected to take all the required information from the candidates at the time of making online/offline applications so that immediately after last date of closing of application, the Rank Ordered Merit List can be prepared without asking candidates to visit institute for verification of documents, as there is no provision of verification of documents in the DPCI Rules, 2007. The verification of documents should only be done on the day of counselling prior to allotment of seats.
5. A candidate, who has taken admission through online / offline counselling or in the Spot / open house Counselling, or counselling conducted for management quota seats shall not be eligible for admission in Management Quota Seats elsewhere.



Explanation of Rule 8 of DPCI Rules, 2007

- (i) The Rule 8 (2) (a) (ii) provides that the admission notice shall be displayed **at least fortnight before the last date for closing of admissions for the concerned Programme in the University.**

Explanation:

The admission notice can be displayed even 03 months before the last date for closing of admissions for the concerned Programme in the University but it is mandatory that 14 days preceding the last date the admission notice must remain displayed prior to closing of admission for the concerned programme in the University.

- (ii) The Rule 8 (2) (a) (ii) provides that the prospective applicants shall be given a period of **at least 18 days to apply for the seats under the management quota in the afore mentioned manner.**

Explanation:

This means that the notice will be at least 14 days prior to the last date for closing of admissions for the concerned Programme in the University but prospective candidates will be given 18 days to apply.

- (iii) The Rule 8 (2) (a) (iv) provides that the institution concern shall prepare and display the Rank ordered merit list of such applicants on the institutional website **within 2 days of closing date for receipt of management quota applications.**
- (iv) The Rule 8 (2) (a) (v) provides that the institution shall conduct admission counselling for allotment of branches/Programmes to the qualified applicants **within a period of 03 days of drawing up the merit list of qualified management quota applicants.**

Explanation of Rule 8(2)(a) (iv) and (v)

The public admission notice scheduled states at least 14 days prior to last date of closing of admission for the concerned Programme.

18 days to be provided to the prospective candidates to apply for the seats under the management quota.

The Institute has to mandatorily upload the Rank Ordered Merit List within 02 days of closing of application receipt date.

After display of Rank Ordered Merit List the institution has to conduct counselling within 03 days.

- (v) The Rule 8 (2) (a) (vi) provides that the **2nd round of counselling has to commence only 12 hrs after the publication of the list of applicants admitted in the 1st round of counselling.**
- (vi) The Rule 8 (2) (a) (v) provides that **there shall not be more than 02 rounds of counselling and Rule 8 (2) (a) (vii) provides that the last date to fill up management quota seats will be 09 calendar days after regular admission in the University.**



Explanation of Rule 8 (2)(a)(vii)

For the purpose of counting nine calendar days after the last date of regular admissions, the nine calendar days shall be counted after last date of reporting of candidates in Institutions prior to the SPOT Counselling. The first day will be the immediate day after the last date of reporting.

- (vii) The Rule 8 (2) (a) (ix) mandates that Institutes shall not be authorized to admit candidates after cut off date as mentioned in sub-clause (vii) above.

Explanation

No admissions against the management quota seats after 09 calendar days after regular admission and there is no provision in the DPCI Rules, 2007 of preparing of wait list in Management Quota Admissions.

6.3 SINGLE GIRL CHILD

Supernumerary seat for Single Girl Child in University Schools of Studies

Creation of One Supernumerary Seat for “Single Girl Child” for admission in each UG/PG Programme offered at University School of Studies from the Academic Session 2025-26 onwards.

In pursuance of power conferred under GGSIP University Act, 1998, the Competent Authority of the University approved for creation of one supernumerary seat for “**Single Girl Child**” in each UP/PG Programme offered at University Schools of Studies w.e.f. Academic Session 2024-25 onwards.

The guidelines for admissions to the above referred supernumerary seat for “Single Girl Child” in each UG/PG Programme offered at University Schools of Studies from Academic Session 2024-25 onwards, will be as follows:

(i) Applicability

1. “Single Girl Child”
2. In case of twin (both girls) as first children, both girls should be eligible.
3. In case of twin (one boy and one girl) as first children, only the girl child shall be eligible.

(ii) Eligibility Criteria for Admission:

The candidate must fulfill the Eligibility Criteria prescribed in the respective Admission Brochure for UG/PG Programmes offered at various University Schools of Studies.

(iii) Number of Supernumerary Seat:

One seat in each UG/PG Programme offered at University Schools of Studies.

Note:

1. This one seat shall be supernumerary in nature. In case, the applicable Regulatory Body has imposed any restriction towards creation of supernumerary seat, one seat shall be earmarked for “Single Girl Child” from within the sanctioned seat intake.
2. This seat shall be filled up on All India Basis i.e. without any Regional allocation (Delhi/ Outside Delhi) as well as any other reservation viz SC/ST/Def/PwD/OBC/EWS/ etc. reservation shall be applicable for such seat. This seat shall be allotted purely on the basis of merit of applicable National Level Test/ Common Entrance Test/Merit of Qualifying Examination, as the case may be.



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Inviting of Applications:

The process of inviting applications shall be notified in due course.

All candidates are advised to visit the website www.ipu.ac.in & admission portal <https://ipu.admissions.nic.in> of the University for Further updates in this regard

This issues with the approval of the Competent Authority.

Programmes offered at University School of Studies for which Admission under Single Girl Child Quota was made in Academic Session 2024-25:-

Sl. No.	Name of the University School of Studies	Programme
1	University School of Mass Communication Surajmal Vihar, East Delhi Campus (The Counselling will be done in Dwarka Campus)	BA(JMC) MA(MC)
2	University School of Architecture & Planning Surajmal Vihar, East Delhi Campus (The Counselling will be done in Dwarka Campus)	B.Arch
3	University School of Design & Innovation Surajmal Vihar, East Delhi Campus (The Counselling will be done in Dwarka Campus)	B.Design
4	University School of Liberal Arts	4 -Year course of BA in Liberal Arts
5	University School of Humanities and Social Sciences	MA (Eng) MA (Eco) 4-Year Bachelor of Arts in English Under 5-year UG- PG Scheme 4 -Year Bachelor of Arts in Economis Under 5-year UG- PG Scheme
6	University School of Bio Technology	B.Tech.(BT)
7	University School of Basic & Applied Sciences	B.Sc./M.Sc. in (Physics) B.Sc./M.Sc. in (Chemistry) B.Sc./M.Sc. in (Mathematics)
8	University School of Law & Legal Studies	BA LLB/ BBA LLB LLM (ADR)/ LLM (CJS)/LLM (IPR)LLM (CL)
9	University School of Management Studies	MBA/ MBA (Analytics)/ MBA(FA) BBA B.Com(H)
10	University School of Information, Communication & Technology	B.Tech.(CSE)/ B.Tech.(ECE)/ B.Tech.(IT) B.Tech.(CSE)(AI) B.Tech.(CSE)(DS) MCA(SE)
11	University School of Chemical Technology	B.Tech.(CE)/ B.Tech. (Energy Engg)
12	University School of Automation & Robotics	B.Tech.(AIDS)/ B.Tech.(AIML)/ B.Tech.(AR) B.Tech.(IIOT)

Note: Number of Programmes indicated in the table may be vary subject to the approval of the Competent Authority of GGSIP University. In case, the applicable Regulatory Body has imposed any restriction towards creation of supernumerary seat, one seat shall be earmarked for “Single Girl Child” from within the sanctioned seat intake.



6.4 SPORTS QUOTA

Sports Quota in University Schools of Studies and Centers of Excellence

Admissions through Sports Quota in various UG/PG programmes offered at University Schools of Studies and Centers of Excellence during the Academic Session 2025-26.

In pursuance with provisions of GGSIP University Act, 1998, the Board of Management on the recommendation of Academic Council of the University as per Statue 11 (2)(c) of the Statutes of the University, approved for the introduction of Sports Quota in the admissions of various UG/PG programmes offered at University Schools of Studies and Centers of Excellence w.e.f Academic Session 2024-25. The University will be carrying out admissions through Sports Quota during the Academic Session 2025-26.

- 1. Applicability:** The Sports Quota will be applicable to all UG/PG Programmes offered at University School of Studies with effect from Academic Session 2025-26, provided the Regulatory Bodies like AICTE, BCI, NCTE, COA etc., does not have any objection in the matter, wherever applicable.
- 2. Quantum:** – Not exceeding 2% of the total intake of programme shall be earmarked as Supernumerary Sports Seat(s) for admission in Sports Quota in UG/PG programmes, offered at USS only. Further, in case of fraction of seats, the University will take the lower value so that the ceiling of 2% is not exceeded, e.g., say for 80 seats calculation of 2% comes to 1.6, is to be taken as 1 to ensure that ceiling of 2% is not exceeded.
- 3. Educational Qualification and Eligibility Criteria:** Candidates desirous for consideration in Sports Quota are required to fulfill the minimum eligibility conditions prescribed for particular UG/PG programme(s) in the respective Admission Brochure 2025-26.

Details pertaining to Termed Category for Sports Quota and their weightage thereof, Sports Trials, level of Games /Sports Competitions, applicability of Certificates, Certificate Issuing Authorities, and details of Team Games / Individual Games will be notified through separate Notifications by the University.

Programmes offered at University School of Studies for which Admission under Sports Quota was made in Academic Session 2024-25 :-

Sl. No.	Name of the University School of Studies	Programme
1	University School of Humanities and Social Sciences	BA (Eco)
2	University School of Management Studies	BBA
3	University School of Information, Communication & Technology	B.Tech.(CSE) B.Tech.(ECE) B.Tech.(IT) B.Tech.(CSE)(AI) B.Tech.(CSE)(DS)
4	University School of Chemical Technology	B.Tech.(CE) B.Tech. (Energy Engg)
5	University School of Automation & Robotics	B.Tech.(AIDS) B.Tech.(AIML) B.Tech.(AR) B.Tech.(IIOT)



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Note for Chapter 6:

- (i) Reservation policy as enumerated above may be modified in light of instructions received from Statutory bodies governing specific programmes of studies, Govt. of India, Govt. of NCT of Delhi, Hon'ble Court(s) and / or the University, before the start of counselling or admissions.
- (ii) **The candidates claiming seats against reserved category are advised to read Chapter 6 “Reservation Policy” carefully.**
(आरक्षित श्रेणी के विरुद्ध सीटों का दावा करने वाले उम्मीदवारों को सलाह दी जाती है कि वे अध्याय 6 "आरक्षण नीति" को ध्यान से पढ़ें।)