



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

Website: www.ipu.ac.in

No.GGSIPU/Incharge(Aff.)/Proposal/2018-19/ 2223

Dated: 30/1/2018

**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 2018-2019.**

In view of the Govt. Order dated 03.02.2017, 08.08.2017, the University hereby invites application for Grant of Affiliation to new Institutions for the Academic Session 2018-2019 (which is co-terminus with Grant of NOC by the Govt. of NCT of Delhi / concerned State Govt. In this regard a unique Login ID and password as given below, is being issued to your Institute:

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

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

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/- per programme 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 2018 - 2019. Step-wise instructions regarding filling up of the form is as under:

1. Login the website [www.ipuaffiliation.nic.in](http://www.ipuaffiliation.nic.in).
2. Log in with the unique login ID and password issued to you by the Affiliation Branch.

3. Change the password, however, the Login ID would not be allowed to be changed and would be used for further communication between the University and the respective Institute.
4. As you log in to the site, the stepwise instructions for filling up the online Affiliation Form for the Academic Session 2018 - 2019 would be visible, the Institutes have to make sure that all the fields should be filled in and the information to be uploaded should be done properly.
5. In case any trouble or problem arises during the filling up of the form, the affiliation branch may be contacted on the following numbers:
  - a.) 011-25302173
  - 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(60)/Policy/GGSIPU/2014-15/5890-5904, Dated 12.01.2016, together read with letter no. DHE-4(60)/Policy/GGSIPU/2014-15/465 dated 03.02.2017 with regard to amendments to the Policy Guidelines dated 12.01.2016 and letter No.DHE-4(60)/policy guidelines/14-15/Pt.File/3679-81, dated 08.08.2017 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 2018-19.
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 20<sup>th</sup> February, 2010 and amendment thereof notified on 26<sup>th</sup> March 2012 which is available on the UGC website : [www.ugc.ac.in](http://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 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 2018-2019 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](http://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:


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 16.02.2018 till 11:59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 19.02.2018 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.**

  
(Prof. C. S. Rai)  
Incharge (Affiliation)

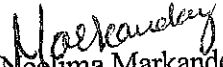
No.GGSIPU/Incharge(Aff.)/Proposal/2018-19/

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. COE, GGSIPU, New Delhi for information.
7. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
8. Section Officer to Pro Vice Chancellor for kind information of Pro V.C., GGSIPU
9. A.R. to Registrar for kind information of Registrar, GGSIPU.
10. Officer In-charge, Server Room with a request to upload this on the University website.

  
Dr. Neelima Markandey  
Assistant Registrar (Affiliation)



## **Guru Gobind Singh Indraprastha University**

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

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

### **Inviting Proposal for Grant / Revalidation of Continuation of Provisional Affiliation for the Academic Session 2018 – 2019**

Guru Gobind Singh Indraprastha University, Delhi has initiated the process for considering online applications /proposals for Affiliation of Colleges and Institutions for Grant / Revalidation of Continuation of Provisional Affiliation by the University for the Academic Session 2018-2019. The Last Date for submission of Online Application Form for affiliation is 16.02.2018 (Friday) till 11:59 p.m. and Last Date for submission of printout of the Online Application Form for Affiliation is upto 19.02.2018 (Monday) till 3.00 p.m. (working days / working hours) in Room No. 20, Administrative Block, GGSIP University, Sector 16-C, Dwarka, New Delhi 110078. For details please refer the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

**Registrar**

**STEP WISE INSTRUCTION FOR FILLING-UP THE ONLINE APPLICATION FOR  
GRANT / CONTINUATION OF PROVISIONAL AFFILIATION FOR THE  
ACADEMIC SESSION 2018-19**

1. Open the website [www.ipuaffiliation.nic.in](http://www.ipuaffiliation.nic.in)
2. Enter the Login id and password issued by Affiliation Branch. For Existing Institutes the password will be the same as earlier or as modified by the institute. For new institutions, the institute will request for Login and Password from Affiliation Branch. For the existing institute the entries made during the last year will appear in the form and institute may edit the entries, if required and if there is no change in the entries of last year, the institute may submit the form as it is.
3. For Security reasons, as soon as the password is issued by the Affiliation Branch, the Institute may change the password.
4. Follow the instructions for new password. After entering user id and new password user details are to be updated.
5. Go to the Master and Click on Trust Master
6. Click on the "Add New Trust" on the right corner of the screen
7. Go to Entry Tab>Affiliation Form>Step Wise Instruction> Click on the check box at the left side corner of the bottom of the screen>submit.
8. Select the Academic Year for which you are applying for
9. 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.
10. **In part IV: Academic programme for which continuation of Affiliation / NOC is sought:**  
**Existing Courses:** For Existing Institutes, the field of Letter no. of State Govt. , Letter no. of Statutory Body, Letter no. of Affiliation Letter is required to be filled and copy of the document is also required to be attached in PDF format. The process of attachment of the PDF file(s) is as under:
  - a) Create PDF files of the required documents and save it on the computer.
  - b) Go to Master Tab > click add button > Choose file> Insert>.
  - c) The above process has to be repeated for attaching other files also.
  - d) Then go to para IV >Select and attach the files> Insert>.
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 Labs, 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

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.

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 details and submission of the same after due time i.e. 16.02.2018 till 11.59 p.m. (for submission of online application form for affiliation) and 19.02.2018 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. 011-25302173



**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 2018-2019**

*(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. ....

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

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

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

(Signature & Seal of Authorized signatory)

17. In case the institution proposed to be established, is in Lal Dora, Extended Lal Dora, School premises of Lal Dora/Extended Lal Dora; then following undertaking have to be submitted -  
(i) undertaking that the Land use is governed as per the Master Plan of Delhi 2021 and zonal plan.  
Annexure No.....Document No.....dated .....

(ii) Undertaking that the proposed institute is proven to be operating in the non conforming area i.e. (Lal Dora/Extended Lal Dora for at least two years prior to the notification of MPD = 2021).

Annexure No.....Document No..... dated .....

19. The institute is required to obtain an NOC from the concerned regulatory body that permits the courses to be run for which affiliation/ NOC is required. Annexure No.....

(Document No..... dated .....

Issued by .....

20. I have not attempted to suppress or exaggerate data concerning the proposed institution in respect of Annexures detailed above and enclosed herewith and I also undertake that the institute will comply with all the conditions as may be imposed by the Govt. of NCT, Delhi/ University/ Statutory body and the institute shall not conduct any full time/ part time or distance education programme(s) within its premises without the specific prior permission of the University and will not use the trade mark/ trade name of the University for any other admission / teaching activity / conduct of any programme at any other campus.

21. The institute will provide the facilities available in the institute like campus / building / class room / other facilities / faculty / officials for University work as per the requirement of the University from time to time.

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

(Signature & Seal of Authorized signatory)

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

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

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate .....

Practicing at .....

Registration No. ....

Date .....

Place: .....

**For All Institutes/ Colleges which propose to apply for revalidation of NOC and continuation of provisional affiliation for Academic Session 2018-2019**

**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 2018-2019 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 2018-2019 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**

	Programmes	Year of Start of Programme in the University	Details of Endowment Fund (indicates Date, Amount, Bank and joint FDR number)		
			1 <sup>st</sup> Instalment	2 <sup>nd</sup> Instalment	3 <sup>rd</sup> Instalment
1.	BBA				
2.	BBA [CAM]				
3.	BBA[T&TM]				
4.	BBA [B&I]				
5.	BBA (Second Shift)				
6.	BBA [CAM] (Second Shift)				
7.	BBA [B&I] (Second Shift)				
8.	BCA				
9.	BCA (Second Shift)				
10.	BJMC				
11.	BJMC (Second Shift)				
12.	B. Com. (Hons.)				
13.	B. Com. (Hons.) (Second Shift)				

(Please enclose attested photocopies of the indicated instalments)

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

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

## Performance and Placement of Students in the past years

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

### Performance Sheet

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

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

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

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

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

GOVT. OF NCT OF DELHI  
DIRECTORATE OF HIGHER EDUCATION  
B-WING, 2<sup>nd</sup> FLOOR, 5 SHAM NATH MARG, DELHI

F.No. DHE 4(60)/Policy/GGSIPU/2014-15/465

Dated: 03/02/17

To,

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

SUB: Amendments to the Policy Guidelines for the issue of NOC to the new/ existing institutions situated in conforming / non-conforming areas and allied matters related to self-financed institutions affiliated to GGSIP University for the year 2017-18 & onwards.

Sir,

The following amendments have been made to the existing policy guidelines, issued vide letter No.DHE-4(60)/Policy/ GGSIPU/2014-15/5890-5904 dated 12.01.2016, for issue of NOC to the new/existing institutions situated in conforming / non conforming areas and allied matters related to self-financed institutions affiliated to GGSIP University :-

- a. In the policy guideline, in general, wherever the phrase "built up area" occurs the same should be read as "covered area for FAR". This is because certified building plans provide for "covered area for FAR" instead of "built up area". More specifically, the clause 1.1 iii. h. should be read as:

"The covered area for FAR as assessed and verified by 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 the institute. The covered area for FAR as certified by the local body / architect may be taken as final. For implementation of this clause, all new institutes will be allotted seats on the basis of covered area for FAR. For existing institutions, the built up area as assessed / certified by JAC for Academic Session 2016-17 shall be considered as final for allocation of seats. Any addition in the area will be considered in terms of covered area for FAR only for allocation of seats."

Page no. 1 of 3.

313  
DB-03-17

Affiliation Branch 2775

Received on.....

20/2/17

c. *[Signature]*  
B-2-D

*[Signature]*

*[Signature]*

AR  
21/2/2017

Gulri  
21/02/17

50(B)/50(B)  
24/02/17

b. Clause 4.1 should be read as:

"At the time of renewal of NOC for any programme or grant of intake for any programme, the status of admission as against the sanctioned seats will be reviewed. If for any programme in an institute, the admission has been less than 50% of the sanctioned seats consecutively for the last three academic years (i.e. in each of the three years the admission is less than 50% of the sanctioned strength), then no fresh admission will be allowed. If for a programme in an affiliated institution, the admission has been less than 50% of sanctioned seats consecutively for two years, then the University will issue a warning letter that if for the third consecutive year also the admission is less than 50%, then no fresh admission will be considered for the 4<sup>th</sup> year. This shall not be applicable to institutes with minority status. If in an institution (minority or otherwise), the short fall in faculty position is 20% or more for two consecutive years for a programme, then no fresh admission shall be allowed. 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) That all terms and conditions for affiliation prescribed by the GGSIP University and other Statutory Bodies are being observed."

c. Clause 4.3 should be read as:

"The revalidation of NOC for the courses running in Institutes located in Agriculture Land, School Building and Rented Premises will be given on annual basis only. No addition and alteration shall be allowed in the existing infrastructure as on date which is annexed as per Annexure-I (as per academic year 2015-16). NOC will be subject to the conditions that no new construction would be taken up. They will be allowed to continue only the existing courses. No new course and intake will be allowed."





These amendments of the Policy Guidelines may be brought to the notice of all affiliated Institutions/concerned.

This issues with the prior approval of the Competent Authority.

Encl. : As above

Yours faithfully,

  
03/2/16  
(SUNIL KUMAR)

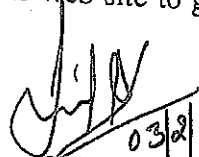
A.O.-II (HIGHER EDUCATION)

F.No. DHE 4(60)/Policy/GGSIPU/2014-15/ 466 - 79

Dated: 03/02/17

Copy to the following for information and further necessary action:-

1. The Pr. Secy. to Hon'ble Lt. Governor, Raj Niwas, Delhi - 54
2. The Pr. Secretary to Hon'ble Chief Minister of Delhi, GNCTD, Delhi Secretariat, New Delhi - 110002.
3. The Secretary to Hon'ble Deputy Chief Minister of Delhi, GNCTD, Delhi Secretariat, New Delhi - 110002.
4. The OSD to Chief Secretary, GNCTD, Delhi Secretariat, New Delhi - 110002.
5. The Vice Chancellor, GGSIP University, Sector-16 C, Dwarka, New Delhi, with the request to place it on the website to give it wide publicity.
6. The Chairman, State Fee Regulatory Committee, Kashmere Gate Campus, Lothian Road, Delhi - 110006.
7. The Pr. Secretary (H&FW), Deptt. of Health and Family Welfare, 9<sup>th</sup> Level, Delhi Secretariat, New Delhi - 110002.
8. The Secretary (TTE), Deptt of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi - 110088.
9. The Joint Secretary, MHRD, Govt. of India, Shastri Bhawan, New Delhi
10. The Director (SCERT), Varun Marg, Defence Colony, New Delhi.
11. The Chairman, AICTE, 7<sup>th</sup> Floor, Chanderlok Building, Janpath, New Delhi.
12. The Chairman, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi - 110002.
13. The Director, Medical Council of India, Pocket-14, Sector-8, Dwarka, New Delhi.
14. The Asstt. Programmer, DHE, with the request to place it on the web-site to give it wide publicity.

  
03/2/16  
(SUNIL KUMAR)

A.O.-II (HIGHER EDUCATION)

**INSTITUTES RUNNING FROM SCHOOL BUILDING/RENTED  
BUILDING/AGRICULTURE LAND PREMISES**

**INSTITUTES RUNNING FROM SCHOOL BUILDINGS LOCATED IN LAL  
DORA/EXTENDED LAL DORA**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTES AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
1	Guru Ram Dass College of Education, West Jyoti Nagar, Shahdara, Delhi-110094
2	Pradeep Memorial Comprehensive College of Education, Pratap Vihar, Kirari Extn., Nangloi, Delhi-110041.
3	R.C. Institute of Technology, Gopal Nagar, Najafgarh, New Delhi-11043.
4	V.D. Institute of Technology, Krishan Vihar, Sultan Puri, Delhi-110041.

**INSTITUTES RUNNING IN SCHOOL BUILDING**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTES AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
5	Amity Institute of Education, M-Block, Saket,, New Delhi-110017
6	Gitarattan Institute of Advanced Studies & Training, D-Block, Sector-7, Rohini, Delhi.
7	Guru Nanak College of Education, Road No. 75, Punjabi Bagh, New Delhi-110026
8	Kalka Institute for Research and Advanced Studies, Kalka Public School Campus, Alaknanda, New Delhi-110019.
9	St. Lawrence College of Higher Education, Geeta Colony Facility Centre, Delhi- 110031
10	Guru Nanak Institute of Management, Road No. 75, Punjabi Bagh (West), New Delhi-110026.

**INSTITUTES RUNNING FROM RENTED BUILDING**

S.NO.	NAME & ADDRESS OF THE INSTITUTES
<b>INSTITUTES AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
11	Madhubala Institute of Communication and Electronic Media, 12-B, Madangir, New Delhi-110062.
12	Amity School of Engineering & Technology, 580, Delhi Palam Vihar Road, Bijwasan, New Delhi-110061.
<b>INSTITUTE AFFILIATED TO BOARD OF TECHNICAL EDUCATION</b>	
13	Aditya Institute of Technology, Kishan Garh, Vasant Kunj, New Delhi.



<b>INSTITUTES RUNNING FROM AGRICULTURE LAND PREMISES</b>	
<b>S.NO.</b>	<b>NAME &amp; ADDRESS OF THE INSTITUTE</b>
<b>INSTITUTES AFFILIATED TO BOARD OF TECHNICAL EDUCATION</b>	
14	Chhotu Ram Rural Institute of Technology (CR)
15	International Polytechnic for Women (IN)

**INSTITUTES RUNNING FROM NON CONFORMING AREA  
(LAL DORA/EXTENDED LAL DORA)**

<b>S.NO.</b>	<b>NAME &amp; ADDRESS OF THE INSTITUTE</b>
<b>INSTITUTES AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
16	Delhi Institute of Rural Development (DIRD), G.T. Karnal Road, Holambi Khurd, Delhi-110082
17	B.K. Institute of Education & Technology, Khasra Village Ghevra, Plot No. 141, Main Narela Road, Delhi-110081
18	Delhi Institute of Rural Development (Sister Branch of DIRD), G.T. Karnal Road, Village Nangali Puna, Delhi-110036
19	Delhi Teachers Training College, 340, Deen Pur, Bijwasan Road, Najafgarh, New Delhi
20	Fairfield Institute of Management & Technology, Plot No. 1037/1, FIMT Campus, Kapashera, New Delhi-110037
21	Kamal Institute of Higher Education and Advanced Technology, K-1 (Block), Mohan Garden, New Delhi-110059
22	Kasturi Ram College of Higher Education, Village Kureni (Kh. No. 17/1/2/3 dated 33/3), Narela, Delhi-110040
23	Lingaya's Lalita Devi Institute of Management and Sciences, 847-848, Mandi Road, Village Mandi, New Delhi-110047
24	Sant Hari Dass College of Higher Education, (Opp. Air Force Station), Bani Camp, Najafgarh, New Delhi-110043
25	Sri Ram Institute of Teacher Education, Sector-28, Dwarka, New Delhi-110045.
26	HMR Institute of Technology & Management, Hameed Pur, Delhi-110036.
<b>INSTITUTES AFFILIATED TO BOARD OF TECHNICAL EDUCATION (TTE)</b>	
27	Baba Haridas College of Pharmacy, Jharoda Kalan, Delhi
28	Subramaniam Bharati College of Science & Tech., Holambi Khurd



Annexure-III

DIRECTORATE OF HIGHER EDUCATION  
GOVT. OF NCT OF DELHI  
B -WING, 2<sup>ND</sup> FLOOR, 5 SHAM NATH MAR G, DELHI-54.  
dtehedu@gmail.com

F.No. DHE- 4(60)/policy guidelines/14-15/Pt.File/3079-81

Dated: 08/8/17

To

Vice – Chancellor,  
Guru Gobind Singh Indraprastha University , Sec. 16-C, Dwarka,  
New Delhi-110075.

Sub:- Regarding Academic Session 2018-19 for the institutions located in Delhi and outside  
Delhi(NCR).

Sir,

Reference your office note no. 21314968 dated 17-7-2017. The Hon'ble Lt. Governor, Govt. of NCT of Delhi has considered and approved that as and when the applications for affiliations with the Guru Gobind Singh Indraprastha University is invited for and from Academic Session 2018-19, the same would be invited and considered on merits, irrespective of the location of the applicants in the NCT of Delhi or the NCR.

Yours faithfully

(GARIMA GUPTA)  
Director (Hr. Edn.)

Dated: 08/8/17

F.No. DHE- 4(1)GGSIPU/2015-16/Pt.file -1/ 3079- 81  
Copy to:-

1. P.S to Secretary (HE), GNCTD.
2. P.A to Director (Hr. Education), Govt. of NCT of Delhi.

(GARIMA GUPTA)  
Director (Hr. Edn.)

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

No. DHE- 4(60)/Policy/GGSIPU/2014-15/ 5890-5904 Dated: 12/01/2016

To

The Registrar,  
Guru Govind Singh Indraprastha University,  
Sector-16C,  
Dwarka, New Delhi-110078.

**SUB: Policy Guidelines for the Issue of NOC to the new/existing Institutions situated in conforming/non-conforming areas and allied matters related to self-financed Institutions affiliated to GGSIP University for the year 2016-17 & onward.**

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 2021.

**1. Eligibility criteria for Affiliation**

1.1 The government may permit new institutions to be set up in permanent building /complex only in conforming areas subject to the condition that they shall satisfy the following requirements, or the requirements in respect of any of them prescribed by any concerned Statutory body/ regulatory body:



- i. The applicant society or trust must have its own land and building in a conforming area of NCT of Delhi, as per MPD- 2021 and norms of U.G.C. notified vide notification dated 26.03.2012 will apply which is; 'undisputed ownership and possession of land free from any 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.'
- ii. The applicant society/trust must fulfil all statutory clearances, if applicable, and the terms and conditions prescribed by the Government of NCT of Delhi and the GGSIP University before an affiliation is granted by the University for setting up a new institution to run any approved course/ courses.
- iii. The covered area of the building in which the course is proposed shall be as follows:

a. For the programmes within the purview of GGSIP University such as BBA, BCA, B.Com & BJMC, the institute would be required to have built-up space in the ratio of 4.25 sqm. (all inclusive per student). For LLB, the built-up space in the ratio of 4.5 sqm. (all inclusive per student) till specific space factor is defined by Bar Council of India. For B.Voc, the built up space in the ratio of 5.0 sqm. (all inclusive per student).

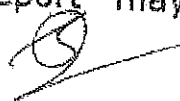
4.25 sqm (w) per student

b. For the programmes of very specialized nature such as B.Sc. (Medical Technology -Radiotherapy), the institute would be required to have built-up space in the ratio of 6.0 sq. mtrs. (all inclusive per student). In



view of the lesser number of students, this would however be subject to the satisfaction of the concerned joint inspection team, which may prescribe even higher requirement of space.

- c. For courses related to Special Education, NOC will be issued after the approval of RCI and based on the infrastructural norms of RCI, as applicable to a course.
- d. Wherever the approval is required from any statutory body, the norms prescribed, if available precisely, from that body for that programme would have to be adopted mutatis mutandis.
- e. Such institutions would be required to have the built up area for the total number of students as per the sanctioned intake for that particular year in addition to the sanctioned strength of students in the preceding years as on the date of inspection.
- f. If the institution is unable to add more space to accommodate fresh batch in the new academic year, no fresh admission would be allowed.
- g. The FAR for the Institutes in conforming area may be increased maximum up to 225% as notified by MOUD vide Notification dated 23.09.2013.
- h. 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.

- i. Construction of covered area up to only 225% of area of the plot shall be considered for this purpose as per the sanctioned building plan from local body/ architect. Any construction beyond 225FAR will not be considered while allowing the intake for any particular course.
- j. The Buildings shall be disabled friendly.

1.2 Institutes located in non-conforming areas like Lal Dora and Extended Lal Dora will be allowed for annual renewal from their existing locations till notification of MPD 2021 subject to the condition that they are under consideration of DDA for regularization in MPD 2021. Thereafter, their continuation will be subject to the provisions of MPD 2021. Institutes functioning from agricultural land, rented premises and school building will be given annual renewal as per policy. However, till that time no addition and alteration shall be allowed in the existing infrastructure in institutes located in non-conforming areas and on agricultural land etc. as on date which is annexed as per the annexure-I (as per academic year 2014-15). Approval for this policy will separately be taken by the Department from the Govt.





## 2. Use of Basement

2.1 Extent and purpose of use of basement shall be determined on the basis of sanctioned building plan of the concerned Institute by the competent local body for the approved purposes and as per the usage allowed under MPD-2021. The use of basement will be specific for the purpose as mentioned in the sanctioned building plan and institutes are to obtain such usage permission from the competent local body with clear mention of the usage of basement allowed to the institute.

2.2 Any of the existing Institute whose use of basement is other than the approved purpose may be given one year time to relocate the activity which is presently going on. However, till then, no increase in seat, no new course and no second shift shall be allowed in these institutions.

## 3. Eligibility criteria for Long Term NOC

3.1 The Government may revalidate NOC granted to institutions affiliated to the GGSIP University for up to a period of five years, for a particular course, subject to the following conditions:-

- i) The institution should be running in conforming area and in a permanent campus of its own.
- ii) No penal action for last five years has been initiated against the Institute, no fine imposed by the AICTE/ concerned statutory body, DHE, DTTE, GGSIP University or any other Govt. Department.
- iii) The institution should be successfully running academic programme(s) approved by the GGSIP University for at least a period of three years.

- iv) The Institution has secured (A') Category in the inspection report of JAC during the last three preceding years.
- v) ~~Academic Audit will continue to be done every year by the University even for courses for which NOC has been granted for more than one year.~~
- vi) After the expiry of five years, further revalidation of NOC on long term will be made on the basis of the preceding two years Academic Audit Report conducted by the University and subject to securing Category 'A' by JAC committee for the current academic year.
- vii) The Institute shall have built up area available for the entire duration of course.

3.2 The Government may revalidate NOC granted to institutions affiliated to the GGSIP University for up to a period of three years, for a particular course, subject to the following conditions:-

- i) The institutions should be running in conforming area and in a permanent campus of its own.
- ii) No penal action for last five years has been initiated against the Institute, no fine imposed by the AICTE/ concerned statutory body, DHE, DTTE, GGSIP University or any other Govt. Department.
- iii) The institution should be successfully running academic programme (s) approved by the GGSIP University for at least a period of three years.
- (iv) The Institution has secured minimum of (B') Grade in the inspection report of JAC during the last three preceding years.

- (v) Academic Audit will continue to be done annually by the University Even for Courses for which NOC has been granted for more than one year.
- (vi) After the expiry of three years, further revalidation of NOC on long term will be made on the basis of the preceding two years Academic Audit Report conducted by the University and subject to securing Category 'B' by JAC committee for the current academic year.
- (vii) The Institute shall have built up area available for the entire duration of course.

3.3 In any case, where NOC has been granted conditionally for any course for less than full term of the programme due to non-fulfillment of infrastructure and built up space requirement, Long term NOC will not be granted till the time Institute fulfills space requirement for full term of course.

#### 4. Revalidation of NOC and allied matters

4.1 In case of renewal of NOC for any programme, No fresh admission shall 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 further there should not be more than 20% short fall in faculty position. 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 GGSIP University and other Statutory Bodies are observed.

**Revalidation of NOC in Non-Conforming area**

4.2 The revalidation of NOC for the courses running in Institutes located in non-conforming areas like Lal Dora / Extended Lal Dora will be given on annual basis till notification of MPD 2021 subject to the condition that they are under consideration of DDA for regularization in MPD 2021. However, till that time no addition and alteration shall be allowed in the existing infrastructure as on date which is annexed as per the annexure-I (as per academic year 2014-15). Addition of new courses, additional intake will be allowed within the existing infrastructure only on the recommendation of the JAC. Space norms will be applicable as mentioned in section 1.1(iii)(a) to 1.1(iii)(d). This will further be subject to the condition that the Institutions would procure a communication from DDA clarifying that the institute is located either in the conforming area or area proposed for inclusion as institutional land or area proposed for regularization as per policy of DDA. Further documentary proof of legal possession of the premises will be provided.

4.3 The revalidation of NOC for the courses running in Institutes located in Agriculture Land, School Building and Rented Premises will be given on annual basis only. No addition and alteration shall be allowed in the existing infrastructure as on date which is annexed as per the annexure-I (as per academic year 2014-15).



## 5. Withdrawal or cancellation of NOC

5.1 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 annual inspections of institutions to ensure that the terms and conditions of NOC and the policies and norms of the government, the GGSIP University and other statutory bodies are being observed.

5.2 If it comes to the knowledge of the government through such inspections or through Complaints received with credible evidences /complaints that there has been violation of the terms and conditions of the NOC or that of the policies and norms of the GGSIP University as well as the provisions of GGSIPU Act or any other statutory bodies, the NOC may either be withdrawn or cancelled.

5.3 NOC is also liable to be cancelled if it has been obtained by fraud or misrepresentation of facts.

## 6 Addition of new programmes/ additional intake/interchange of programmes

6.1 No inter-change of programmes will be allowed. Only withdrawal and introduction of new programmes can be allowed subject to the following:

- (i) The request for withdrawal of any course/programme along with the request of interchange shall not be entertained. Thus the withdrawal shall not be linked to the interchange of a programme. Reasons for withdrawal to be specified in the application for the same along with the status of admission for the last years in the programme are to be provided. Further the policy proposed to be adopted for dealing with the existing students if the course(s) is allowed to be withdrawn needs to be specified. The students admitted to the



programme in an institute will be taken care by the institute with respect to providing teaching as well as other amenities till the permissible periods for the programme as per the University Ordinance, in case of withdrawal of a programme by the institute before completion of normal period.

ii) If an institution has been permitted to withdraw a programme, its request, if any for re-introduction of the same programme at a later stage shall be considered only as a new programme. There will be no consideration of any programme, earlier run by the Institute.

6.2 Addition of new programmes will be allowed to the Institute only if it has been awarded A and B Category by the JAC during the last two academic years.


6.3 Additional intake in a running programme will be allowed in the Institute only if the admission in the same programme during the last two academic years in the Institute is more than 75%.

## **7. Second Shift**

7.1 New Institutions as well as existing institutions (both in conforming and non-conforming area) may be allowed to run 2<sup>nd</sup> shift for any course which is running in the morning shift for at least two years in the institute, where the recognition/NOC has been received from the statutory body/Govt., wherever applicable, subject to the fulfilment of condition of academic faculty requirement, infrastructural requirement and the curriculum as stipulated by the university and recommended by Joint Assessment Committee. The terms and conditions of the 2<sup>nd</sup> shift are as follows:



- 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 penalized 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 at least 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 GGSIP 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% 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 at least two weeks before the allotment of students, the students may be allotted during counseling 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. GGSIP 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 shifts 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 schedule of the classes for both the shifts in that programme.
- b) The schedule and timing of both the shifts will be prominently displayed by the Institutions in the premises. 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.

### **8. Introduction of new Programmes**

8.1 Any new programme other than existing programmes offered by University may be permitted after approval of relevant bodies/statutory bodies of the University and consent from Govt. of NCT of Delhi.

### **9. Institutes in Rented Premises and continuation of B.Ed in school buildings**

9.1 Regarding college/institutes granted provisional affiliations on continuous basis and without shifting to permanent campus in the confirming area such existing institutions being running from rented premises, such institutes may shift to permanent campus and they will not be allowed any new admission w.e.f. 2017-2018, if not shifted in permanent campus. The Government/University may initiate action of complete closure of such Institutes in rented building after



the students enrolled in the institutes are phased out on completion of their courses.

9.2 Only B.Ed, course will be allowed to continue in the existing Institutes located in school building constructed on at least 2.5 acres of land situated in confirming are subject to the approval of NCTE/existing Policy of DDA. This will be further subject to the condition that sufficient provision has been made for operation of the school in a separate building/separately partitioned entity.

#### **10. Courses run by SCERT**

10.1 SCERT, an autonomous organization of Govt. of NCT of Delhi is according affiliation for ETT/ NTT etc. courses in Delhi. Since SCERT is an autonomous organization of Directorate of Education, Govt, of NCT of Delhi, the course of teacher training being run by the said organization may be clubbed with B.Ed, course. The institutions running B.Ed, course and intending to run other teacher training courses such as ETT/NTT etc. may run the said additional courses if they additionally meet the space norms, laid down by the NCTE for these courses under information to the University for running such courses.

#### **11. Other clearances**

11.1 All the Institutions should also submit Completion Certificate, Structural Safety Certificate, Earthquake Resistance Certificate and Fire Safety Certificate from the relevant authorities/ departments, alongwith the report of the JAC duly recommended by the University, as per the provisions contained in the GGSIP Act, 1998. The University may ensure that they comply with the U.G.C. Regulation 2009 notified on 20.02.2010 and amendments thereof notified on 26.03.2012.



## 12. Courses of other Universities:-


12.1 No institution that is affiliated to the GGSIP University will be allowed to run a course in affiliation with any Indian Central/ State/ Deemed / Private/ Foreign Universities. If any institution is found to have either run a course or is running a course in contravention of the norms of the GGSIP University, appropriate action for withdrawal of affiliation will be taken. The GGSIP University shall immediately report to the Government any instance of an Institute running a course affiliated to a University other than the GGSIP University for withdrawal or cancellation of NOC.

## 13. Reservation of Seats:-

The reservation policy and allocation of seats regarding admission of students for various courses in Govt., Govt, aided/ sponsored institutions shall be as per the guidelines/ instructions issued by the Government. In respect of self-financed privately managed institutions affiliated to the GGSIP University, the provisions of the Delhi Professional Colleges and Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Quality and Excellence) Act, 2007 would apply for both the shifts.

## 14. Common Entrance Test:-

The GGSIP University has been appointed as 'Designated Agency' to conduct the Common Entrance Test and counselling for impartial & merit based selection of the students on behalf of the Government as has been done in previous years. No institutions would be allowed to make admissions without CET and counselling or as per procedure prescribed and/or notification so issued by Govt. of NCT of Delhi from time to time in this regard.



**15. Issuance of LOI.**

University will not issue LOI to any Institute for any programme without conducting the physical inspection of the Institute for availability of infrastructure.

**16. Constitution of JAC**

JAC may include the following:

- a. Chairman (IAS (Retd.)/Working or Senior DANICS (Retd.) /working
- b. Subject Expert (2) depending upon the number of programme intend/running in the Institute from Central/State Universities and Govt. established Institutions of repute in Higher Education etc.
- c. Executive Engineer preferably from PWD from concerned area, wherever required
- d. Convener from GGSIP University.

**17. JAC Report**

JAC report in the prescribed proforma alongwith sanctioned building plan of the building, statutory clearances and safety certificates may be sent to the DHE within 3 days of its receipt.

**18. Time schedule**

Receiving of Applications for affiliation. Preferably December onwards of the ensuing Academic Year.

Start of JAC visits..... February onwards

Forwarding of JAC report to Govt.....simultaneously with conduct of JAC



Issue of NOC by the Govt.....Preferably within ten days of the receipt of each JAC report.

Finalization of intake by University..... by May End.

Start of Academic Session.....1<sup>st</sup> August

**Note:** No applications for new colleges/new courses or for additional intake in existing courses shall be entertained beyond the stipulated date as notified by the University for submission of application for provisional/revalidation/long term affiliation and in any case shall not be considered beyond the month of February. The application coming after that date should be considered in the next Academic Year.

**19. Fees:-**

The fee to be charged from the students admitted in both the shifts would be regulated by the State Fee Regulatory Committee under '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, 2007'

**20. Validity:-**


These policy Guidelines shall be valid for a period of three years commencing from the academic year 2016-17. Nothing in these guidelines shall prevent the Government from making such changes in these guidelines at any time during the period of its validity as may be deemed appropriate.

These Policy Guidelines may be brought to the notice of all affiliated Institutions/concerned.



This issue with the prior approval of the Competent Authority.

Yours faithfully,

  
(SUNIL KUMAR)

A.O. -II(HIGHER EDUCATION)

No. DHE- 4(60)/Policy/GGSIPU/2014-15/5890-5904 Dated: 12/01/2016  
Copy to the following for information and further necessary action:

1. The Pr. Secy. to Hon'ble Lt. Governor, Raj Niwas, Delhi -54.
2. The Pr. Secretary to Hon'ble Chief Minister of Delhi, GNCTD, Delhi Secretariat, New Delhi-110002.
3. The Secretary to Hon'ble Deputy Chief Minister of Delhi, GNCTD, Delhi Secretariat, New Delhi-110002.
4. The OSD to Chief Secretary, GNCTD, Delhi Secretariat, New Delhi-110002.
5. The Vice Chancellor, GGSIP University, Sector-16 C, Dwarka, New Delhi with the request to place it on the web-site to give it wide publicity.
6. The Chairman, State Fee Regulatory Committee, Kashmere Gate Campus, Lothian Road, Delhi-110006.
7. The Pr. Secretary (H&FW), Deptt. of Health & Family Welfare, 9<sup>th</sup> Level, Delhi Secretariat, New Delhi-110002.
8. The Secretary (TTE), Deptt. of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-88.
9. The Joint Secretary, MHRD, Govt. of India, Shastri Bhawan, New Delhi.
10. The Director (SCERT), Varun Marg, Defence Colony, New Delhi.
11. The Chairman, AICTE, 7<sup>th</sup> Floor, Chanderlok Building, Janpath, New Delhi.
12. The Chairman, Bar Council of India, 21, Rouse Avenue, Institutional Area, New Delhi-110002.
13. The Director, Medical Council of India, Pocket-14, Sector-8, Dwarka, New Delhi.
14. The Asstt. Programmer, DHE, with the request to place it on the web-site to give it wide publicity.

  
(SUNIL KUMAR)

A.O. -II(HIGHER EDUCATION)

**INSTITUTE RUNNING FROM SCHOOL BUILDING/RENTED  
BUILDING/AGRICULTURE LAND PREMISES**

**INSTITUTE RUNNING IN SCHOOL BUILDING**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTE AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
1	Amity Institute of Education, M-Block, Saket, New Delhi-110017
2	Guru Nanak College of Education, Road No. 75, Punjabi Bagh, New Delhi-110026
3	Guru Ram Dass College of Education, West Jyoti Nagar, Shahdara, Delhi-110094
4	Kalka Institute for Research and Advanced Studies, Kalka Public School Campus, Alaknanda, New Delhi-110019.
5	Mother Teresa Institute of Management, C-14, Preet Vihar, Delhi-110092
6	Pradeep Memorial Comprehensive College of Education, Pratap Vihar, Kirari Extn., Nangloi, Delhi-110041.
7	R.C. Institute of Technology, Gopal Nagar, Najafgarh, New Delhi-11043.
8	St. Lawrence College of Higher Education, Geeta Colony Facility Centre, Delhi-110031
9	Trinity Institute of Higher Education, D-Block, Vikas Puri, ADJ. Kamal Public School, New Delhi-110018
10	V.D. Institute of Technology, Krishan Vihar, Sultan Puri, Delhi-110041.
11	Guru Nanak Institute of Management, Road No. 75, Punjabi Bagh (West), New Delhi-110026.
12	Lal Bahadur Shastri Institute of Management, Plot No. 11/7, Sector-11, Dwarka, New Delhi-110075.
13	School of Computer Science (Delhi Kannada Education Society), 3, Lodhi Estate, New Delhi.
14	Father Agnel Polytechnic, Father Agnel School,
<b>INSTITUTE AFFILIATED TO BOARD OF TECHNICAL EDUCATION</b>	
15	Guru Tegh Bahadur Polytechnic Institute (GT)

**INSTITUTE RUNNING FROM RENTED BUILDING**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTE AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
16	Delhi College of Advanced Studies, B-7, Shankar Garden, Janak Puri, New Delhi-110018
17	Madhubala Institute of Communication and Electronic Media, 12-B, Madangir, New Delhi-110062.
18	Amity School of Engineering & Technology, 580, Delhi Palam Vihar Road, Bijwasan, New Delhi-110061.
<b>INSTITUTE AFFILIATED TO BOARD OF TECHNICAL EDUCATION</b>	
19	Marathwada Institute of Technology (MI)

Continue at page.....2

**INSTITUTE RUNNING FROM AGRICULTURE LAND PREMISES**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTE AFFILIATED TO BOARD OF TECHNICAL EDUCATION</b>	
20	Chhotu Ram Rural Institute of Technology (CR)
21	International Polytechnic for Women (IN)

**INSTITUTES RUNNING FROM NON CONFORMING AREA  
(LAL DORA/EXTENDED LAL DORA)**

S.NO.	NAME & ADDRESS OF THE INSTITUTE
<b>INSTITUTES AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY</b>	
22	Beri Institute of Technology, Training and Research
23	Delhi Institute of Rural Development (DIRD), G.T. Karnal Road, Holambi Khurd, Delhi-110082
24	Delhi Institute of Rural Development (Sister Branch of DIRD), G.T. Karnal Road, Village Nangali Puna, Delhi-110036
25	Delhi Teachers Training College, 340, Deen Pur, Bijwasan Road, Najafgarh, New Delhi
26	Fairfield Institute of Management & Technology, Plot No. 1037/1, FIMT Campus, Kapashera, New Delhi-110037
27	Kamal Institute of Higher Education and Advanced Technology, K-1 (Block), Mohan Garden, New Delhi-110059
28	Kasturi Ram College of Higher Education, Village Kureni (Kh. No. 17/1/2/3 dated 33/3), Narela, Delhi-110040
29	Lingaya's Lalita Devi Institute of Management and Sciences, 847-848, Mandi Road, Village Mandi, New Delhi-110047
30	Sant Hari Dass College of Higher Education, (Opp. Air Force Station), Bani Camp, Najafgarh, New Delhi-110043
31	Sri Ram Institute of Teacher Education, Sector-28, Dwarka, New Delhi-110045.
32	HMR Institute of Technology & Management, Hameed Pur, Delhi-110036.
<b>INSTITUTES AFFILIATED TO BOARD OF TECHNICAL EDUCATION (TTE)</b>	
33	Baba Haridas College of Pharmacy Jharoda Kalan, Delhi
34	Subramaniam Bharati College of Science & Tech. Holambi Khurd