No. GGSIPU/Affiliation/2021-22/713                                    Dated 4.01.2022

## NOTIFICATION

**Subject: Inviting the online proposals from Medical Colleges/Institution (existing/new) for grant/continuation of provisional affiliation for Academic Session 2022-23 for Post Graduate and Super Speciality Medical Courses.**

Guru Gobind Singh Indraprastha University, Delhi has initiated the process for considering proposals from new/existing Medical Colleges/Institutions for grant/continuation of provisional affiliation for Post Graduate Medical Courses and Super Speciality Medical Courses for the Academic Session 2022-23. **The last date for submission of online application form for Affiliation: upto 31/01/2022 (Saturday) till 11:59 p.m. and last date for submission of printout of the online application form for affiliation: upto 02/02/2022 (Wednesday) till 3:00 p.m.**

**Venue for submitting Printout of online Application form for Affiliation: Affiliation Branch Room No. 19/20, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi-110078.**

(Sunita Shiva)

Joint Registrar (Affiliation)

Copy to:

1. Incharge, Server Room with a request to upload this on the University's website.

# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi –110078

Website: www.ipu.ac.in

## AFFILIATION BRANCH

No.GGSIU/Incharge(Aff.)/Misc./2022-23/ 6094

Dated: 14/01/22

The Director/Principal

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**Subject:** **Inviting online applications from Medical Colleges/Institutes for Grant/Revalidation of Continuation of Provisional Affiliation for Academic Session 2022-23 for Post Graduate and Super Speciality Medical Courses only.**

Sir/Madam,

The University hereby invites application for consideration of Grant / Revalidation of Continuation of Provisional Affiliation from provisionally affiliated and new institutions for the Academic Year 2022-2023 for Post Graduate and Super Speciality Medical Courses.

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 after deposit of Rs. 15,000/- per programme (new) in the University's Bank Account through NEFT/RTGS, the proof of the same is to be submitted in the Affiliation Branch. The detail of bank account for payment through NEFT/ RTGS is as under:

| | |
|---|---|
| 1. Name of Account Holder: | REGISTRAR, GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY |
| 2. Bank Name with Address: | INDIAN BANK, GGSIP UNIVERSITY, SECTOR 16C, DWARKA, NEW DELHI 110078 |
| 3. Account Number: | 7144184391 |
| 4. IFSC Code: | IDIB000G082 |

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.

In view of the above you are required to submit the online application form for the Academic Year 2022-2023. Step-wise instructions regarding filling up of the form are as under:

1. Login the website ggsipu.ac.in/ipuaffiliation/login.aspx.

2. Log in with the unique login ID and password issued to you by the Affiliation Branch.

3. Old Login ID password may 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 Year 2022 - 2023 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. 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.

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

Authorized signatories of Societies / Trusts, Director / Principal of the institutions are required to ensure that the above online submission of the application is done on time before the last date given by the University. All the relevant documents should be uploaded in the respective formats wherever required during submissions of online application form.

After the last date for submission of the online application is over the programme shall be automatically freezed and no further changes / correction whatsoever 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. **The information provided in the online shall be considered as final, no alteration in the hard copy shall be entertained.**
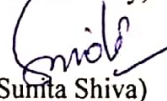
In case of proposals which need statutory body approval, status of the application submitted by the society/ Trust/ Govt. body to the concerned statutory body as per prescribed procedure of the concerned Statutory Bodies may be intimated to the University with documentary proof, so that appropriate action as per merit can be taken by the University.

**Last Date for submission of online Application form for Affiliation: upto 31.01.2022 (Monday) till 11.59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 02.02.2022 (Wednesday) till 3.00 p.m.**

**Venue for Submitting of Printout of online Application form for Affiliation:** Affiliation Branch, Room No. 19 / 20, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi - 110078).

This issues with the approval of the Competent Authority.

Yours sincerely,

(Sunita Shiva)
Joint Registrar (Affiliation)

**Copy to:**
1. The Secretary, Dept of Health and Family Welfare, Govt. of India, Nirman Bhawan, New Delhi.
2. The Secretary, Department of Health and Family Welfare, Govt. of NCT of Delhi, ~~GGT~~, Secretariat, I.P. Estate, New Delhi.
3. The Controller of Finance, GGSIPU, New Delhi for kind information.
4. The Controller of Examinations, GGSIPU, New Delhi for kind Information.
5. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
6. AR to Registrar for kind information of the Registrar, GGSIPU.

(Devendra Singh)
Section Officer (Affiliation)

## STEP WISE INSTRUCTION FOR FILLING-UP THE ONLINE APPLICATION FOR GRANT / CONTINUATION OF PROVISIONAL AFFILIATION

1. Open the website http://ggsipu.ac.in/ipuaffiliation/Login.aspx

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. Copy of Challan received from Indian Bank may also be submitted with printout of online application form.

17. Follow the instructions and fill all the details of the Institute as required in respective fields.

18. No field should be left un-filled, else the software won't accept and proceed further.

19. All the documents to be uploaded in the online form should be in .Pdf format.

20. 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. 011-25302173
2. 011-25302174