



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi –110078

Website: www.ipu.ac.in

## AFFILIATION BRANCH

No.:GGSIPU/Incharge(Aff.)/Misc./2021-22/ 457

Dated: 19/2/21

The Director/Principal

**Subject: Online submission of application for consideration of grant / revalidation of Continuation of provisional affiliation from provisionally to existing institutes for Academic Year 2021-22.**

Sir/Madam,

The University hereby invites application for consideration of grant / revalidation of Continuation of provisional affiliation from provisionally Existing Institutions for the Academic Year 2021-2022 (which is co-terminus with Grant of NOC by the Govt. of NCT of Delhi / concerned State Govt) subject to Policy Guidelines to be received from DHE, Govt. of NCT of Delhi. In this regard a unique Login ID and password will be issued to the Institute by the Affiliation Branch.

In view of the above you are required to submit the online application form for the Academic Year 2021- 2022. Step-wise instructions regarding filling up of the form are as under:

1. Login the website [ggsipu.ac.in/ipuaffiliation/login.aspx](http://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 2021 - 2022 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 frozen 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, along with the proof of having submitted one copy of the **same to the concerned department of Govt. of NCT of Delhi. 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.

The Institution which have been granted No Objection Certificate from the concerned department of the Govt. of NCT, Delhi for 2 years or more for the programmes are also required to submit online application for continuation of provisional affiliation for the programmes without processing fee.

For deposition of the application fees, processing fees, continuation of provisional affiliation fees for existing programme and provisional affiliation fees for new programme, a written request has to be submitted in the Affiliation Branch for approval. Based on the 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. 10.03.2021 (Wednesday) till 11.59 p.m. (for submission of online application form for affiliation) and 12.03.2021 (Friday) 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).

The following fees will have to be deposited by the institute:

| S. No. | Type of Fees                                       | Amount   |
|--------|--|--|
| 1.     | Form Fees for new programmes                       | Rs. 15,000/- per programme   |
| 2.     | Processing Fees                                    | Rs. 60,000/- per programme for the institutes located in Delhi (including Rs. 15,000/- DHE share)<br><br>Rs. 45,000/- per programme for the institutes located in NCR. |
| 3.     | Affiliation Fees for the Academic Session 2021-22. | As per Statute 26 for total number of programmes applied.  |

\* For MBBS & BDS programmes processing fee is (Rs. 90,000/- + Rs.15,000/-) including the share of Govt. of NCT of Delhi.

It is also informed that Cheque/Pay orders against application/ processing/ affiliation fees submitted alongwith the application form will not be entertained and the University shall not be responsible for any loss in this case. Further, it is informed that the printout of the online application for continuation of provisional affiliation will be submitted by the representative of the Institute in person and no application will be entertained by the University in case sent by Registered Post/ Speed Post/ Ordinary Post/ Courier/ E-mail. 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 Policy Guidelines dated 12.01.2016, amendments dated 03.02.2017 and letter no. DHE-4(60)/Policy/GGSIPU/2019-20/628-642, dated 26.02.2020 of Govt. of NCT of Delhi, Directorate of Higher Education may be referred to, for issue / revalidation of "No Objection Certificate and Other related Matters" (**available on the University website**). However, without prejudice to the proviso contained in any of these guidelines, any new guidelines/ revised guidelines issued by the Govt. and so adopted by the University *mutatis mutandis* at any time during the period of their validity, shall be applicable for the Academic Year 2021-22.

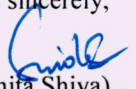
**It is further informed that the institutes situated in NCR applying for the affiliation for the current Academic Year i.e. 2021-22 is subject to the final decision of Hon'ble Court in W.P.(C) 5588/2018, NISHTHA NGO Vs. Govt. of NCT in the matter of the institutes situated outside territorial jurisdiction of Delhi, i.e., NCR.**

**Last Date for submission of online Application form for Affiliation: upto 10.03.2021 (Wednesday) till 11.59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 12.03.2021 (Friday) till 3.00 p.m. (Before the last date, duly filled in pro-forma may be 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).**

This issues with the approval of the Competent Authority.

Yours sincerely,




(Sunita Shiva)  
Joint Registrar (Affiliation)

**Encl.: As above**

**Copy to:**

1. The Secretary, Higher Education, Govt. of NCT of Delhi, Old Secretariat, Civil Lines, Delhi-110054
2. The Principal Secretary, Department of Training and Technical Education, Govt. of NCT of Delhi, Muni Maya Ram Marg, Prembari Pul, Pitampura, New Delhi.
3. The Director, Directorate of Higher Education, Govt. of NCT of Delhi, 5, Shamnath Marg, 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. COF, GGSIPU, New Delhi for information.
7. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
8. AR to Registrar for kind information of Registrar, GGSIPU.
9. Incharge, Server Room with a request to upload this on the University website.



(Dr. Neelima Markanday)  
Assistant Registrar (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