



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Kashmere Gate, Delhi – 110403

Academic Branch

Ref no. IPU-7/Admn. Broch./2010-11/5048

Dated: 16/12/2009

To
The Director/Principal

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Subject: Detailed information of Institutions affiliated with the University to be carried in Admission Brochure(s) of the University for the session 2010-11.

Dear Sir/Madam,

At the outset, we wish to thank you for the overwhelming appreciation of the last years endeavor to carry the said information as per part of the Admission Brochure. A per reports, it has been well received by the applicants/parent.

We wish to repeat the same for the Academic Session 2010-11 as well. However, your cooperation is required to make it a grand success this year as well.

It has been decided that in order to maintain parity of design, only a single page is offered to each institute.

We shall need your cooperation in the following areas:

1. Kindly provide a write up of single page or maximum two colour photographs only. Write up will be in word format and scanned colour photographs in xxx.jpeg format and both the information should be provided in CD only. It would be appreciated, if hard copies of text and colour photographs are also sent along with the soft copy.
2. The final size of the magazine will be 210X297 mm.
3. The information should only be related to the courses offered by the University and should be factually correct in all respects as on date.
4. Also enclose a Demand Draft in favour of the Registrar, GGSIPU payable at Delhi for Rs 10, 000/-.
5. **The above material along with Demand Draft should reach in Academic Branch by 24th December, 2009.**
6. Information or material in parts will not be accepted.
7. For any queries/clarification regarding above, please feel free to call the Jt. Registrar, Academic Branch during the working days between 10.00 am to 5.00 pm.

If we do not receive complete information(s) by due date, it will be assumed that you are not interested in carrying the information in the Admission Brochure. The closing date will not be extended under any circumstances.

Thanking you once again for your cooperation.

Yours sincerely,

(B.P Joshi)
Registrar