



Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

ADMISSIONS BRANCH

GGSIPIU/Academics/2017/18970
February, 22, 2017

IMPORTANT NOTIFICATION FOR ALL THE AFFILIATED INSTITUTES / COLLEGES OF THE UNIVERSITY

Filling up of the "Student Data Sheet" by the Affiliated Colleges

1. The University is in the process of updation of students database, who are currently on the rolls of the University and are pursuing their course of studies in the University Schools of Studies / Affiliated Institutes / Colleges, of the University.
2. In pursuance of this objective, the University has prepared "Student Data Sheet" in respect of each student, pursuing their course of studies in the respective USS and/or affiliated institutions/colleges. This "Student Data Sheet" shall contain various already-filled columns such as Student ID, Enrolment Number, Name of the Student Father's Name, Mother's Name and Date of Birth, Batch Admission Year, Institute Name, Programme Code, Programme and Admitted in.
3. The "Student Data Sheet" have blank columns such as Mobile Number, E-mail address, Residence Address, PAN Number, Voter ID Card Number, Aadhaar Number. The "Student Data Sheet" shall also have various check-boxes for Nationality, Region, Category, Religion and Gender. This "Student Data Sheet" has to be duly filled with accurate information and to be duly signed by the respective student, whose details are mentioned.
4. The preparation of "Student Data Sheet" shall facilitate corrections, to be carried out, if any, in the personal details of the students. This shall further update various details in the students database maintained by the University. This shall also help in segregating the students, whose admissions have been withdrawn / cancelled.
4. To achieve this aim, it is imperative that all the affiliated Institutes Colleges / provide the time-bound support and authenticate/furnish the data, as requested in the

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"Student Data Sheet" (SDS), in the following manner. All the Institutes / colleges are requested to :-

- (a) To verify the correctness of already-filled data in SDS; such as Enrolment Number of the Student, Name of the Student, Father's Name, Mother's Name and Date of Birth etc.
- (b) To provide the details in blank columns such as Mobile Number, E-mail address, Residence Address, PAN Number, Voter ID Card Number, Aadhaar Number etc.
- (c) To appropriately tick the check-boxes meant for Nationality, Region, Category, Religion and Gender.

5. It is pertinent to mention here, that 'REGION' denotes, from where the student has passed his qualifying exam from. Further, in case of students' qualifying examination was from any College affiliated to GGSIPU, whether in Delhi or NCR (outside), shall be considered as a Delhi Region candidate.

6. Any correction in the Name, Father's Name, Mother's Name shall be carried out based on the details mentioned in the matriculation certificate or if any student has changed his name through notified procedure completing all the formalities and for which due order has been issued by the University. All such corrections are to be detailed in a separate format, for doing the needful please.

7. If photograph and/or signature of the candidate on the SDS are not update/ legible, the changes of the same be carried out accordingly by annexing the required documents / photographs for the respective students.

8. It may also be that SDS contain some details of such students whose admissions has already been cancelled; in such cases Institutes / Colleges will put a cross on the "Student Data Sheet" of that particular student and also such cases need to be informed separately.

9. The Admissions Branch will conduct a proper briefing session for "Student Data Sheet" and the Directors / Principals of the affiliated Institutes / Colleges will be





requested to be present on the schedule dates as notified for their respective institute / colleges, regarding admission related matters for the Academic Session 2017-18.

The schedule of the Institutes / Colleges is being notified separately for the respective Institutes / Colleges.


[Prof Pravin Chandra]
Incharge

Copy to :-

1. Directors / Principals of all Affiliated Institute / Colleges of GGSIPU
1. AR to Vice Chancellor, GGSIPU for information of the Hon'ble Vice Chancellor
2. SO to Pro Vice Chancellor, GGSIPU for information of the Pro Vice Chancellor
3. AR to Registrar, GGSIPU for information of the Registrar
4. Incharge UITS, GGSIPU with request to place this notification on the University website.
5. Guard File.


[Dr Nitin Malik]
Joint Registrar