Date: 25-July-2024

NOTICE
(Reporting of Students for B.COM(H)/ BAJMC/ BBA/ BCA & BALLB(H) programmes for the Academic Session 2024-25)

Candidates who have been allotted seats in TIPS Dwarka after online counselling by GGSIP University shall report physically to the Institute for completing the admission process, payment of balance fee and physical verification of documents. The Schedule shall be as per following details:

S. No.	Programme	Reporting Date & Time	Venue
1.	B.Com(H)	26-July-2024 to 30-July-2024 (11.00 am to 04.00 pm)	Trinity Institute of Professional Studies, Sector-9, Near Dwarka Sector 10 Metro Station, Dwarka, New Delhi - 110075
2.	BAJMC		
3.	BBA	28-July-2024 to 30-July-2024 (11.00 am to 04.00 pm)	
4.	BCA		
5.	BALLB(H)		

I. Process to be followed by all candidate while reporting to the Institute:

STEP-1
- Report to Room No. 004
- For BALLB Report to Moot Court at 7th Floor
- Take a Token and set of Forms

STEP-2
- Visit Course Desk in basement for Documents Verification
- ERP registration
- Take Documents Verification Slip

STEP-3
- Visit ERP Desk to get admitted in ERP

STEP-4
- Visit Fee payment counter
- Give Documents Verification Slip
- Pay the requisite Fee
- Get the sign & stamp on the Token issued at STEP-1
- Keep one Fee receipt with self

STEP-5
- Visit to Online portal Desk
- Give the Token
- Take Reporting Slip

THANK YOU

II. Candidate shall bring the following documents for verification:

i) Original Admission Verification Form (Appendix 6 Part F) of GGSIPU Admission Brochure 2024 – 25) along with one photocopy self-attested.

ii) Fee receipt of ₹96,000/- already paid to GGSIP University.

iii) Two Photocopies of Candidate's Profile (Personal Details) of GGSIPU already submitted at the time of form filling of ₹ 1,500/-

iv) Original Admit Card of CET 2024/ CLAT December 2023 along with onephotocopy. (If original Admit Card is lost obtain FIR).

v) Two Photocopies of CET Rank/ CLAT Rank (Result).

vi) Two Photocopies of Provisional Seat Allotment Letter.

vii) Two Photocopies self-attested of 10th Class Mark sheet (Original for verification).

viii) Two Photocopies of 12th Class self-attested Mark sheet and Passing or Provisional Certificate (Original for verification)/ Study Centre Proof for Open Students.

ix) Original Character Certificate and One photocopy (with date issued by (HOD/Principal of

School/College or by the Gazetted Officer -Not older than 6 months).

x)   Original Medical Certificate and One photocopy (Appendix 5 Part F of GGSIPU Admission Brochure 2024 – 25) signed by MBBS Doctor.

xi)   Original Anti Ragging Undertaking and One photocopy (Appendix 7- and 8 Part F of GGSIPU Admission Brochure 2023 – 24).

xii)   Original Notarized Gap Year Affidavit and One photocopy, if, applicable (in case gapafter passing of qualifying exam (if passed in 2023 or earlier) on Notarized ₹10 Stamp Paper.

xiii)   Undertaking from result awaited candidates for seeking provisional admission for the academic session 2024 – 25 (Appendix 4 Part F of GGSIPU Admission Brochure 2024-25).

xiv)   Bring Original SC/ST/Defence Category Certificate along with Online verification slip and an Undertaking for seeking admission against Reserved Category (Appendix 10 Part F of GGSIPU Admission Brochure 2024-25).

xv)   A Copy of Aadhaar Card.

xvi)   Four Passport Size of Student & One Passport Size photo of parents (Mother & Father).

III.   After verification of documents, candidates are required to deposit the balance fee through Demand Draft / Online mode. The demand draft shall be drawn in the favour of "**Trinity Institute of Professional Studies"**

The balance fee to be deposited at the institute which includes University Charges, Alumni Contribution Fund (One Time Payment) and security (*refundable*) are as under:

Programme	Balance Fee (for 1st Year) 2024 – 25 to be paid in the Institute at the time of admission (Amount in Rupees)
B.Com(H)	46690
BAJMC	51890
BBA	51890
BCA	49990
BALLB(H)	53590

i)   Fee will be accepted through Demand Draft/Debit Card/Credit Card (neither Cheque nor Cash will be accepted).

ii)   Admission will be confirmed only after submission of balance fee. In case the student fails to report to the Institute by 04:00 P.M. up to 30-July-2024 and/or do not deposit the balance fee, his / her vacancy will be intimated to GGSIP University, further, to be filled up through the spot counselling.

Sd/-
Director

CC:
- The Management for kind information
- Admin to upload on Website
- All concerned