

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT



Affiliated to G.G.S. Indraprastha University, New Delhi
Accredited Grade 'A' by NAAC, GNCTD, A++ by SFRC, Recognised U/s 2(f) of UGC Act.
(ISO: 14001:2015, 17020:2012, 21001:2018 & 50001:2018 Certified)
D-27&D-28, Institutional Area, Janakpuri, New Delhi-110058.
Tel:011-28520890,28520894,Fax:011-28520239
E-mail:director@iitmjp.ac.in Website:www.iitmjp.ac.in

Checklist of Documents for BBA/BCA & B.Com (H)

Course: _____ Shift: _____ Category: _____ Batch: **2025-29**
Student's Name: _____ Father's Name: _____
Student's Contact No: _____ E-Mail Id: _____
CET/CUET Roll No: _____ CET/CUET Rank: _____
10th %: _____ 12th % (Agg): _____ 12th % (Best 4): _____

Documents required (02 Sets)

S.No.	Particulars	Yes/No
1	Online Generated GGSIPU Registration Candidate Profile Letter 2025	
2	Online Generated GGSIPU Provisional Offer letter/ Admission Slip	
3	CET/ CUET Admit Card (Original) (Photocopy & FIR Copy in case of lost)	
4	Online Generated GGSIPU Academic Fee Receipt of Rs. 96000/-	
5	CET/ CUET Score/Rank List	
6	10 th Mark Sheet & Certificate (Self Attested Photocopy)	
7	12 th Mark Sheet & Certificate (Self Attested Photocopy)	
8	For Distance/ Open Learning Cases: Study centre proof along with marksheet	
9	Online Generated GGSIPU Category Reservation Verification Slip (if any)	
10	Category Reservation Certificate (Photocopy if any)	
11	Character Certificate (Original) not more than 06 (six) months old.	
12	Medical Certificate – IPU Appendix 5 (Original)	
13	Undertaking for Anti Ragging by the student & Parents (Appendix 7 & 8)	
14	Undertaking for Provisional Admission Appendix 4 (if 12 th result awaited)	
15	Self declaration for Gap Year (if any)	
16	Student Aadhar Card (self-attested Photocopy)	
17	Proof of payment of Part Academic Fee Payment receipt	
18	Proof of Institute's balance fee	
19	Five passport sized photographs	
20	Any other documents (if any)	

Verified by
Name & Signature

Admissions (In-Charge)
Name & Signature



Appendix 4

**UNDERTAKING FROM RESULT AWAITED CANDIDATES FOR
SEEKING PROVISIONAL ADMISSION FOR ACADEMIC SESSION 2025-26**

I/My Ward _____ (Name of the candidate), Son/Daughter/Wife of _____ (Father's/Husband's name), NLT Application No/CET /CUET/ Application No _____ and NLT Rank/CET Rank /CUET Rank _____ Resident _____ (Permanent Address) seeking admission to _____

Name of the Programme of GGSIP University, hereby solemnly affirm and declare:

- that I/My ward have/has appeared in the 12th class/final semester/final year (name of the qualifying degree) e.g. B.A., B.Sc. etc.,) _____ Examination, 2025 of (Board/University) during the time of reporting in allotted College/ Institute, the result of which has not yet been declared and is expected to be declared latest by 31st October, 2025 ;
- I have passed all the papers of the qualifying degree _____ (name of the qualifying degree) examination other than the final year /final semester examination.
- I have no compartment as on this date in my 12th class/qualifying degree examination.
- I am seeking provisional admission due to non-declaration of result of final year/final semester of the qualifying degree examination by Board/University and not on account of compartment in current or previous years of the qualifying degree examination as on date of admission.
- That I/My ward have/has carefully gone through the rules regarding provisional admission and fully understand that in the event of my/my ward's failure to submit to the concerned Dean/Principal/Director of the concerned School/College where the admission has been granted, appropriate proof of my/my ward securing at least _____ marks in the qualifying examination for admission to _____ (Name of the Course) of GGSIP University by 31st October, 2025, my/my wards provisional admission to the said course will automatically get cancelled and full fee deposited will be forfeited.

Deponent

Verification:

Verified at _____ on this _____ day of _____, 2025 that the contents of the above Undertaking are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Deponent

Notes:

- In case the candidate is minor i.e. below 18 years of age; in that case, the Undertaking shall be signed by his/her parent/guardian.
- Submission of false Undertaking is punishable offence. If it is found at any stage that false Undertaking was submitted, admission shall be cancelled and legal proceedings shall be initiated, for which candidate/parent/guardian shall be responsible.



Appendix 5

MEDICAL CERTIFICATE**
(FOR THE ACADEMIC SESSION 2025-26)
(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

I certify that I have carefully examined Shri/Km/Smt.* _____ son/
daughter/wife of Shri/Smt.* _____ whose signature is given
below. Based on the examination, I certify that he/she is in good mental and physical health and is free from any
physical defects which may interfere with his/her studies including the active outdoor duties required of a
professional. Visible Mark of Identification _____

Signature of the Candidate _____

Place :

Date :

Name & Signature of the
Medical Officer with Seal and
Registration Number

* Strike whichever is not applicable.

** To be signed by a Registered Medical Practitioner holding a Medical degree.

Note : Use photocopy of this Form



Appendix 7

UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI RAGGING

- 1) I, _____ S/D of Mr./ Mrs. /Ms. _____ ,
having been admitted to Programme/Stream _____, at
(Institute/College) _____ have received a copy of the UGC Regulations on Curbing
the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully
read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and
administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or
passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the
Regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be
constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any
law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on
account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in
case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and
nothing has been concealed or misstated therein.

Verified at _____ on this the ___ of _____.

Signature of deponent



Appendix 8

UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behave our or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the ___ of _____, _____.

Signature of deponent