

**TECNIA INSTITUTE OF ADVANCED STUDIES  
GRADE 'A' INSTITUTE**

Ref. No.: TIAS/Dir. Off./2023-24/15

Date: 28/8/2023


**NOTICE**

**Subject: Reporting of candidate to the Institute from 29/8/2023 to 1/9/2023  
All faculty and staff report to the Institute mandatorily.**

This is in reference to the GGSIP University Notification F.No.IPU-7/Online Counseling /2023/4248 dated 24/08/2023, schedule for activities to be followed after declaration of Round 3/ Sliding Round and Reporting to their respective allotted Institute/ College/ USS for Academic Session 2023-24 in Respect of various Programmes.

All the faculty members and other staff are hereby informed that 30<sup>th</sup> August 2023 report mandatorily as it will be observed normal working day. All the members are requested to report at their respective reporting time for the same in compliance notification already issued 25 Aug 2023 vide Ref. No. TIAS/Dean.Off./ Admission Reporting/2023-24/09.

**Advisory:** In pursuance of above it is required that all faculty and staff to comply. The comp. off for the same will be provided to all concerned in the second week of September.

  
Director  
Director Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

Copy To: Chairman: for information

Dean Academics: Dr.M.N.Jha

Dean Development: Dr.Jagbir Ahlawat

All HoDs: Dept. of Mgt. Sciences/ Journalism & Mass Comm./ ICT/ TIAS

Training & Placement Cell

PRO

In/C Events, TIAS

In/C Students Welfare, TIAS

IT Dept.

Admin Officer

Examination Cell

Admission Cell

Accounts

TIAS Website



## Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F. No. IPU-7/Online Counselling/2023/4248

Dated: 24/08/2023

**Schedule for Activities to be followed after declaration of Round3/ Sliding Round and Reporting to their respective allotted Institute/College/USS for Academic Session 2023-24 in Respect of various Programmes**

This is in continuation to University's earlier Schedule; Notification No. 150/2023 F.No. IPU-7/Online Counselling/2023/4158 dated 16.08.2023. The **Schedule for Activities to be followed after declaration of Result of Round3/ Sliding Round and Reporting to the respective allotted Institute/College/University School of Studies in the below mentioned 23 programme for Academic Session 2023-24** is given below:

1. Master of Science (Env. Management) 2023 [CET CODE-111]
2. B.Sc.(Yoga) 2023 [CET CODE-117]
3. Master of Education 2023 [CET CODE-120]
4. Master of Science (Biodiversity & Conservation) 2023 [CET CODE-123]
5. B.Tech. (Bio- Technology) 2023 [CET CODE-130]
6. Master of Science (Natural Resource Management) 2023 [CET CODE-145]
7. Master of Science (Yoga) 2023 [CET CODE-187]
8. M.Sc. Medicinal Chemistry & Drug Design 2023 [CET CODE-405]
9. M.Sc. (Bioinformatics) CET Code 411
10. Master of Arts (Mass Communication) (CET Code 106)
11. Bachelor of Computer Applications (CET Code 114)
12. BBA Allied Programmes (BBA) (CET Code 125)
13. Bachelor of Arts (Journalism & Mass Communication) (CET Code 126)
14. Bachelor of Pharmacy (CET Code 133)
15. Bachelor of Arts (Economics) (Honours) (CET Code 197)
16. Four year course of BA in Liberal Arts with Major in History, Sociology & Political Science in the University School of Liberal Arts (CET Code 451)
17. Master of Prosthetics and Orthotics (CET Code 109)
18. Bachelor of Hotel Management & Catering Technology (CET Code 127)
19. Bachelor of Commerce (Honours) (CET Code 146)
20. Bachelor of Arts (English) (Honours) (CET Code 184)
21. Bachelor of Education (Special Education) (CET Code 159)
22. Lateral Entry to B.Tech Programme for Diploma holders (CET Code 128)
23. Lateral Entry to B.Tech Programme for B.Sc. Graduates (CET Code 129)

**Note:**

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

**SCHEDULE/ACTIVITY AFTER DECLARATION OF RESULT ROUND 03/ SLIDING ROUND:**

<b><u>Candidates may login to see the result, Online Activities to be followed after declaration of Result of Round 03/ Sliding Round</u></b>			
<b>Sl. No.</b>	<b>Activity by the candidate</b>	<b>Starting Date</b>	<b>Closing Date</b>
1.	After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 60000/- to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counseling.	After declaration of result of Round 03/ Sliding Round	<b>28.08.2023</b> <b>(11:50 p.m.)</b>
2.	Candidate can print 1. Provisional Allotment Letter 2. Proof of payment of Part Academic Fee Payment receipt of Rs.60000/- will be available in candidates profile-.. It will be available only for the respective round within the specified period.	After declaration of result of Round 03/ Sliding Round	<b>28.08.2023</b> <b>(11:50 p.m.)</b>
<b><u>Reporting of candidates to the allotted Institute/College/USS</u></b>			
3.	<b><u>Reporting of candidates to the allotted USS/institute/college</u></b> All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2023-24.	<b>29.08.2023</b> <b>(11:00 a.m.)</b>	<b>01.09.2023</b> <b>(5:00 p.m.)</b>
4.	<b><u>Withdrawal of Admissions</u></b> After depositing of Part Academic Fees of Rs.60,000/-, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure. <b>(Also refer clause V of this notification detailed below)</b>	<b>29.08.2023</b> <b>(11:00 a.m.)</b>	<b>01.09.2023</b> <b>(11:00 p.m.)</b>

**I. GENERAL INSTRUCTIONS:**

- (a) The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2023-24 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- (b) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes they seek admission; the correctness of the details filled with respect to region; category or any other such details for allotment of seat. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
- (c) In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for either submission of online application or any other activity during the last minute.
- (d) Candidates claiming seat in Delhi "Region" must have passed the qualifying examination (i.e.10+2/Graduation) from any of the institutes/ Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and candidate will automatically lose the right to the seat in his bonafied region if not available at the time of cancellation of seat.

**Note:**

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

**II. RESULT / ALLOCATION OF SEATS IN EVERY ROUND:**

All the choices/preferences filled by the candidate will be considered for online allotment of seat as per merit and respective category and region.

1. Results can be checked by the candidate through his/her account login given during the registration process.
2. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
3. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.
4. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 60,000/- to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he wishes to.
5. Candidate can pay the admission fee against the provisionally allotted seat through Online option which are same as in case of the Counselling Participation Fee.  
Through Net Banking/Credit Card/Debit Card.
6. Candidate can print
  - i. Provisional Allotment Letter (only within the notified period)
  - ii. Proof of payment of Part Academic Fee Payment receipt of Rs.60,000/ will be available in candidates profile-

It will be available only for the respective round within the specified period.

7. **It is to inform that the seat allotted through Online Counselling on the basis of Choices/Preferences filled by candidate will be binding and there will be no claim of the candidate on the previous allotted choice if new choice has been allotted to him/her.**

**III. WITHDRAWAL AND FEE REFUND AFTER ONLINE ROUNDS OF COUNSELLING:**

After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure.

**IV. REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE/USS:**

The following documents are required at the time of Reporting to the Institute/College/USS:

- a) IP Online Registration Form
- b) Four passport sized photographs (same as that in Application form)
- c) CET Rank Card/Merit Order and CET Admit Card 2023.
- d) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- e) Mark-sheets / Certificates of qualifying examination:
- f) The candidate will be required to bring the Original certificates/Mark-sheets of all the year wise or semester wise in original along with photocopy of Certificates/ Mark-sheets of qualifying examination.
- g) For Distance / Open Learning Cases:  
In case of students who have passed the qualifying examination through distance / open education system of any recognized University / Board / Institution, the necessary documentary evidence related to location of his / her study centre i.e. study centre proof, certificate from the University imparting open / distance education certifying the location of the study centre to be submitted.
- h) Physical Fitness Certificate:

Note:

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

All the students shall be required to submit a Medical Certificate indicating fitness from a Registered Medical Practitioner as per format given in Performa of Medical Certificate given in Admission Brochure 2023-24.

- i) Copy of Online Reserved Categories verification slip.
- j) Reserved Category Certificate:  
All reservation category candidates who are seeking admission in reserved category in SC / ST / OBC/DEF/PWD/ KM must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. The Defence Category candidates, in addition to all the documents, shall also bring Appendix 1 duly completed. The appendices are available in Admission Brochure 2023-24.
- k) Conduct and Character Certificate in original from the Head of the Institution from where the qualifying examination has been passed or from Gazetted officer in Original, not more than 06 (six) months old.
- l) Application regarding age or any other relaxation with necessary approval (if necessary).
- m) The required Certificate(s) for reserved categories / classes will be essential at the time of the counselling / admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste / category certificate should invariably be in the name of the candidate himself / herself and not in favour of respective parents / guardians.
- n) Respective USS and all affiliated colleges shall ensure that the candidate(s) who are claiming seats in the particular reserved category must have valid certificate to substantiate their claim towards allotment of that particular reserved category seats.
- o) Proof of payment of Part Academic Fee Payment receipt of Rs. 60,000/- will be available in candidates profile.
- p) Institutes are required to submit a certificate within two days to the Admission Branch after the reporting schedule of a particular Round of counseling stating that all documents (i.e. qualifying exam eligibility, reserved category certificate) of allotted candidates in their USS/Institute have been verified and they are found eligible (including remaining part academic fees) and thereafter all the candidates after a particular round of counseling have been shown reported on the NIC portal by the concerned USS/Institute and that there is not even a single Student being allowed to attend classes who has not been allotted any seat after a particular round of counseling.

**IMPORTANT NOTE:-**

**a) Details of Balance Academic Fee to be paid at the time of reporting:**

**(i) In University School of Studies:**

Titled "Online Collection of Various Fees" providing links for Balance Academic Fee to be submitted by the candidate admitted in University School of Studies through counseling during the Academic Session 2023-24.

Office of Deans of University School of Studies shall verify all the documents and credentials of the admitted candidates to ensure correctness of the seat so allotted to him/her and then advise the candidate to submit the Balance Academic Fee through the link provided in the aforesaid notice. The candidate shall download the Fee Receipt of Balance Academic Fee and submit to their respective Deans to complete Student Admission File in University School of Studies.

Ref: Sub Point 14.1 of Chapter 14 regarding Fee Structure for Programmes offered in University School of Studies of Chapter 14.

**The link for payment for all other programmes of USS**  
<https://payments.billdesk.com/bdcollect/bd/gugosiuni/7174>.

**Note:**

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

**(ii) In Affiliated Colleges/Institutes of GGSIPU:**

The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.

- b) The Dean/Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.
- c) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- d) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees as paid by the candidate at the time reporting be refunded to the candidates on production of online withdrawal slip, if he/she has applied for withdrawal of admission within stipulated date and time of the notified counseling schedule.
- e) The Candidate are required to report and join the respective School/college with the Provisional Allotment Letter, and the necessary record for verification of documents at the School / Institution/College and pay the balance amount of fees (if any), as per "Chapter 14: Fee Structure" mentioned in Admission Brochure 2023-24 notified on the website, failing which the admission shall be automatically cancelled. The vacant seats after the sliding round of online counselling and seats vacant due to non-reporting of candidates only shall be considered for spot counselling. All admissions in the University shall be provisional till regularized by the University.
- f) Result Awaited candidates may please see the provisions contained in Admission Brochure 2023-24.

All candidates who wish to participate in the online counselling for admission in Various Programmes for Academic Session 2023-24 are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

*Sd/-*  
**Brig. P. K. Upmanyu (Retd.)**  
**Incharge (Admissions)**

**Copy forwarded for information and for further necessary action:**

1. Dean, USEM, USE, USBT, USMC, USLA, for information and needful.
2. Director, CEPS, for information and needful.
3. Director/Principal of concerned affiliated Institute/College for information and needful.
4. Controller of Finance, GGSIP University, for information.
5. DR, Affiliation for information.
6. NIC, for information and needful.
7. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
8. AR, Registrar, GGSIP University, for information of Registrar.
9. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
10. Head, U.I.T.S. to upload on University Website.
11. Guard File.

*Vijay Kumar*  
**Dr. Vijay Kumar**  
**Dy. Registrar (Admissions)**

**Note:**

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

# TECNIA INSTITUTE OF ADVANCED STUDIES

Grade 'A' Institute

Ref.No. TIAS/ Dean.Off./Admission Reporting/ 2023-24/09

Date: 25<sup>th</sup> August, 2023

## NOTICE

**Subject: Admission Reporting of BBA, BAJMC & BCA from 29<sup>th</sup> August to 1<sup>st</sup> Sept. 2023 for the Academic Session 2023-24**

It has reference to University Notification bearing number F.No. IPU-7/Online Counselling/2023/4248 dated 24/08/2023, especially Sl. No. 3 of the SCHEDULE/ ACTIVITY AFTER DECLARATION OF RESULT ROUND 03/ SLIDING ROUND and Part IV regarding Reporting of **BBA, BAJMC & BCA** Candidates to their RESPECTIVE allotted institute/college and verification of documents, payment of balance amount of fees and reporting on the NIC portal between 11:00 AM to 05:00 PM from 29.08.2023 to 01.09.2023.

Accordingly, the candidates, who are allotted Tecnia Institute of Advanced Studies for **BBA, BAJMC & BCA** Programme as enumerated above, are to report between 11:00 AM to 05:00 PM from 29.08.2023 to 01.09.2023 as the schedule and preparedness detailed below:

1. Reporting Location : Tecnia Auditorium, UG Building
2. Reporting Flow Chart : As enclosed herewith
3. Details of Faculty and Staffs assigned duties are as below:

### **Admission Reporting Dates from 29.08.2023 to 01.09.2023.**

**Level 1:** Mr. Mayank Arora: In-charge for all the Reporting related activities right from the point of Gate Entry to pre-document stage.

1. Ms. Shikha Verma & Ms. Jyoti Jangra: Help Desk for Enquiry, Guidance and Token issuance
2. Mr. Mayank Arora: Outside Area of Auditorium e.g. VIP Hall, Ground Floor & Canteen/Waiting Area.
3. Documentation Guidance for all Programmes: VIP Hall:  
Dr. Sheenu Arora, Ms. Amit Sharma, Ms. Karisma, Mr. Abhishek Upadhyay: Ravishanker Hall:  
Guidance to candidates regarding Documentation Process Support like filling in 04 Sets, Maintaining Hall Discipline & making the students inside the Auditorium in front of Verification Desk after completion of documentation/files.

**Level 2:** Dr. Pooja Sharma: Verification In-charge inside the Auditorium

Documents Verification Desks

1. BBA  
Desk No. 1: Dr. Rubeena Bano & Ms. Himani Choudhary  
Reliever: Mr. Piyush Kumar
2. BAJMC  
Desk No. 2: Dr. Shaheen Bano & Ms. Priyanka Singh  
Reliever: Ms. Navya Singh
3. BCA  
Desk No. 3: Ms. Sania & Ms. Sarita Nehra  
Reliever: Ms. Vandana

4. Desk No. 4: Reserve Desk: Dr. Sheenu Arora & Ms. Chesta Agarwal: For All Programme, if required in case of heavy footfalls  
Reliever: Ms. Jyoti Gupta

**Level 3:** Mr. Deepak Sharma: IT Support In-charge: ERP for Challan Generation & Provisional ID Card (Printing)

ERP Operational Assistance & Challan Generation

- a. Mr. Sumit
- b. Mr. Anmol Arora
- c. Mr. Vikas
- d. Mr. Anshul
- e. Mr. Randheer
- f. Mr. Saurabh: For IT Related Work

**Level 4:** Dr. Deepak Sonkar: In-charge of all the activities related to payment, NIC/University Portal Reporting, University File Submission and Provisional ID Card Issuance.

6. Payment Counter: Ms. Tamanna, Cashier & Mr. Kailash, Cashier: Auditorium
7. Portal Reporting: Mr. Kunwardeep: NIC/University Reporting Portal & University File Submission
8. Library Desk: Ms. Shikha Verma & Mr. Kuldeep/ Mr. Saurabh: Issuance of Library Card & Stamped Provisional ID Card: Auditorium
9. Final & Laminated ID Card: Outside Agencies: Later, after Issuance of Enrollment Number from GGSIP University

**Level 5:** Ms. Preeti Batra: Ambience, Infrastructure, Non-IT Support System, Poster/ Banner Security/ Safety & Utility: Mr. Hemant Nagpal & Ms. Uma Sharma & Team

#### CHECKPOINT

Reconciliation between Level 2 & Level 4 for Candidates Reported to TIAS, Files Processed/ Submitted & NIC/University Portal Reporting Numbers.

Ms. Aparna Vats & Ms. Isha Sharma are required to be in Counseling Cell for extending support to the Admission Reporting Process.

Dr. Ruchi Shrivastava, Dr. Arti Bajaj, Dr. Monisha, Dr. Archana Dixit, Dr. Shivendu Rai & Dr. Gopal Thakur are required to counsel the students in Ravishanker Hall and Auditorium and co-ordinate between Levels/ Persons as per requirement.

Dr. Bhupendra Pal Singh, as an overall in-charge of above-mentioned Admission Reporting Process, is required to report Dr. M.N. Jha.

Dr. Jagbir Ahalawat is required to support/ substitute Dr. M.N. Jha, wherever/ whenever required.

(Dr. M.N. JHA)

21/08/22  
Dean Academics and Admission In-charge, TIAS

Director, TIAS

28/8/2022