



Management Quota Admission

08/09/2025

Counselling Procedure for Admission under Management Quota for

MCA Program only

- 1.1. All the above-mentioned candidates are required to report in person along with documents mentioned herein to the Institute for First Round of counseling process at 09:00 AM on 10th September 2025.
- 1.2. On reaching the venue, the candidates must mark the Attendance available with the Admission Officer. Allotment of Management Quota seat will be strictly made to a candidate on the basis of merit only when he/she attends the counselling session in person.
- 1.3. The candidates will be called in the order of provisional merit list. A candidate who fails to appear in person on the notified venue, date and time for counselling shall forfeit his/her claim for the seat which would have been offered to him/her had he/she been present on his/her turn.
- 1.4. A candidate who is allotted a seat will be required to pay a notified fee immediately on the spot at the time of counseling/admission. If a candidate, fails to pay the fee as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be offered to the next candidate in the merit list. Part payment will not be accepted under any circumstances.
- 1.5. Admission will be made strictly on merit basis and counseling /admissions will stop, when all the seats get filled up.
- 1.6. All the admissions in the Management Quota shall be provisional until regularized/ratified by the University.
- 1.7. All candidates are required to bring with them the following documents:
 - a) Acknowledgement Receipt of Form along with registration fee proof
 - b) NIMCET/CET/CUET admit card (Original)
 - c) NIMCET/CET Rank proof/CUET Scorecard
 - d) GGSIPU Registration Proof (Candidate Profile)
 - e) Admission Verification Form (Appendix 6 Part F)
 - f) Mark sheets and certificate (10th, 12th & Graduation) (Original & Photocopy)
 - g) Character Certificate(Original)
 - h) Medical Certificate(original) (Appendix-5)
 - i) Anti-Ragging Undertakings - Appendix 7 and 8
 - j) Photographs (4 nos.)
 - k) Notarized Gap Year Certificate (if any)

1.8 Fee of Rs.2,23,700/- to be paid at the time of admission.

The candidates not carrying the above documents, shall be denied admission and shall have no right for the admission further. The seat in respect of such candidates will pass on to the next merit holder.

1.8 The entire session of Counselling/Admission will be video graphed.

Praveen



Dr.Praveen Arora
Principal & Dean

CC:

1. Notice Board
2. Website