



Guru Gobind Singh Indraprastha University

“A State University Established by the Govt. of NCT of Delhi”

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- (a) Seventeen percent seats for the candidates belonging to the Scheduled Castes Category, one percent seats for the candidates belonging to the Scheduled Tribes category and such percentage of seats, for any other category including Other Backward Classes as may be prescribed;
- (b) For seats not mentioned as allocated for Delhi students in sub section (1), fifteen percent seats for candidates belonging to the Scheduled Castes category, seven and a half percent seats for the candidates belonging to the Scheduled Tribes category and such percentage of seats, for any other category as may be prescribed.
- (c) Subject to clause (a) and clause (b) above, three percent seats for persons with disabilities as provided in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), and, such percent of seats for the wards of defence personnel and any other category, as may be prescribed.

Section 13

Manner of Admission An institution shall, subject to the provisions of this Act, make admission through a common entrance test to be conducted by the designated agency, in such manner, as may be prescribed;

Provided that the management seats may be advertised and filled up, from the candidates who have qualified the common entrance test, by the institution in a transparent manner based on the merit at the qualifying examination.

The Act provides for reservation in management quota also. All institutions admitting students in Management quota shall ensure compliance of statutory reservations as enumerated in the said act. The Government of NCT of Delhi, Directorate of Higher Education, in exercise of the powers conferred by section 23 of the Delhi Professional Colleges or Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act, 2007 vide letter no. DHE-4(15)/2306-07/1546-1605 dated 14.06.2007 has notified the Rules regarding filling up of the 10% Management Seats. The Rule 8 of said Rule is reproduced as below:-

Rule 8. Allotment of Seats

(2) Every Institution other than a minority institution, shall provide for seats in respect of management quota, wards of defence personnel, persons with disability and others in the manner as described below:-

i. Management Quota-

- i. The Chairman or Secretary of the highest management body of the Institution shall furnish an affidavit to the designated agency, mentioning therein that they have followed the procedure laid down in the Act and these rules in a transparent manner and that they have done so without any prejudice or undue favour. Such an affidavit shall accompany the list of successful candidates under management quota, to be lodged with the University in the manner laid down in sub-clause (viii).
- ii. The institution shall advertise the admission notice for management quota seats in at least two leading daily newspapers, one in Hindi and other in English in addition to displaying the same on the institution's website and the institution's notice board, kept at a conspicuous place. The admission notice shall be displayed at least a fortnight before the last date for closing of admission for the concerned course in the University and shall include therein information necessary for the students



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seeking admission to management quota seats. The admission notice shall include therein the place from which admission forms will be available, the date, the time and manner for submission of completed applications and the schedule for various admission processes and counselling. Prospective applicants shall be given a period of at least eighteen days to apply for seats under the management quota, in the aforementioned manner.

- iii. While calculating the management seats, fraction less than 0.7 shall be ignored and above that converted into one full seat.
- iv. Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution's website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications. The criteria for rank ordering of applications with a tie in the qualifying examination's aggregate marks shall be the same as those laid down in the admission brochure or as laid down by the designated authority.
- v. Based on the merit list so drawn up, the institutions concerned shall conduct admission counselling for allotment of branches/Programmes to qualified applicants within a period of three days of drawing up of the merit list of qualified management quota applicants. Such admission counselling will, however, be subject to the condition that there shall not be more than two rounds of counselling. The list of applicants who will be called for given round of admission counselling shall be displayed on the institution's website and notice board, kept in a conspicuous place.
- vi. Following the conduct of admission counselling, the list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforementioned manner and the balance of the management quota seats in each Programme shall be published at the end of each round of counselling on the website of the institution as well as that of the designated agency. A copy of such list shall be displayed on the notice board of the designated agency as well as that of the institution, kept at a conspicuous place for the information of the candidates and others. The list of the candidates being called for the first round of counselling shall be displayed in the aforementioned manner along with the merit list, indicating therein the date, time and place at which the counselling will be held. The date, time and place of the second round of counselling will be displayed along with the list of candidates admitted in the first round of counselling.
Provided that the second round of counselling shall commence only twelve hours after publications of the list of applicants admitted in the first round of counselling and the discipline/Programme-wise balance of seats.
- vii. The last date to fill up the management quota seats will be nine calendar days after the last date for regular admissions (**i.e. Reporting of Candidates in the last Counselling prior to SPOT Counselling**) in the University and the concerned Programme.
- viii. All admissions made to the management quota seats shall be provisional and will need ratification by the designated agency, which will convey its decision within a day of being informed by the institution of the list of successful candidates and the basis of their selection as per procedure mentioned herein before.
- ix. The affiliated institutions shall not be authorized to admit candidates against the management quota seats after the cut-off date fixed as mentioned in sub-clause (vii) above.



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- x. If any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned”.**

Thus, the affiliated institutions, those which are eligible for management quota seats and are desirous of filling the seats shall follow the following schedule for admissions in the management quota:

1. Advertisement by the institution for management quota seats as per conditions of time schedule as laid down in the Rules notified.
2. Display of notice for management quota admission on the Institution website and notice board (notice should include the disciplines, programmes of studies and the management quota seats available):
3. Submission of the copies of the newspaper advertisement and the website and notice board notices in this regard to the University admission branch:
4. Last date for inviting applications:
5. Display of the merit list made on the basis of the qualifying Examinations marks by the institution on the website and the Notice board of the institution of all the applicants. And, submission of the merit list of all applicants to the Admission branch of the University:
6. First Counselling for management Quota seats by institutions:
7. Display of vacancy by the institution for the second round Of management quota admission on the institution website and the institution notice board. And, the submission of the Such notice(s) to the Admission branch of the University:
8. Second counseling by the institutions for the management quota seats:
9. Submission of complete management quota seat admissions List and student files to the Admission Branch of the University by the institution together with all other documents required:

All (desirous candidates and concerned institutions affiliated to the University) are required to meticulously follow the prescribed procedure as notified as per the rules regarding filling of Management Quota and submit the list of the candidates admitted along with affidavit of the Chairman or Secretary of the highest Management body of the Institution to the designated agency, mentioning therein that they have followed the procedure laid down in the Act and these rules in a transparent manner and that they have done so without any prejudice or undue favour. Such an affidavit shall accompany the list of successful candidates under management quota, to be lodged with the University in the manner laid down in sub-clause (viii) and as procedure as laid down for Management Quota in the rules as per Notification dated 14.06.2007 as above as per section 8 (2) a (ii) to (x), immediately and as specified the last date to fill up the Management Quota seats will be within 9 calendar days after the last date for regular admissions in the University and concerned case, failing which no cognizance will be taken by the University, of the candidate(s) admitted by you under the Management Quota. **All admissions made to the Management Quota seats by the Institutions shall be provisional till the University as designated agency ratifies the same.**

The results of any candidate desirous of seeking admissions to the self – financing institutions affiliated to the University must be declared before preparation of the Merit for Management Quota. These results should be such that the candidate is eligible for the award of the qualifying degree for admissions to the programme of study and satisfies all eligibility criteria specified in this admission brochure and has qualified the common entrance test (or the national level test deemed as CET) as prescribed for a specific CET code / programme of study.

Failure by any institution to follow the rules, procedures and schedule as prescribed shall lead to non-ratification of management quota admissions of an institution by the University.

Important Note: It is mandatory for all the candidates desirous of seeking admission through management quota to complete the process of Online Registration by paying the requisite Registration Fee as per the



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University procedure and it is also mandatory that the said candidate should have qualified in the respective National Level Test or in the GGSIPU CET 2024 or CUET wherever applicable.

The respective affiliated Colleges shall have to carry out Online Reporting of the candidates admitted through Management Quota on the same day of having completed the process of Management Quota Counselling as per the laid down procedure for Management Quota admissions..

Govt. of NCT of Delhi vide the Order No. F.No. DHE.4(4)/GGSIPU/2319/4674-76 dated 22.09.2023 has issued directions regarding Online Registration for Management Quota admissions on the University portal and display of Merit List on the portal to bring transparency/ clarity and efficiency in the admissions against Management seats in private institutions affiliated to GGSIP University.

As per the directions issued by Govt. of NCT of Delhi, GGSIPU shall make an online portal to display the branch-wise, College-wise seats available under Management Quota.

The Govt. of NCT of Delhi further directed that prospective students shall apply online against the available seats under Management Quota and all the merit list College-wise shall be published online.

A Management Quota Admission Monitoring Committee (MQAMC) is required to be constituted in each private institution affiliated with GGSIPU for grievance redressal and suggestions for further improvement in the admission process against Management Quota seats. The MQAMC shall comprise of the following:-

- 1. Nominee of the Vice Chancellor, GGSIPU**
- 2. Nominee of the Director, Directorate of Higher Education**
- 3. The Principal/ Head of the concerned affiliated institution**
- 4. The Admission In-Charge of the concerned affiliated institution**

- 1. The Rule 8 (2) (a) (ii) provides that the admission notice shall be displayed at least fortnight before the last date for closing of admissions for the concerned Programme in the University.**

Explanation:

The admission notice can be displayed even 03 months before the last date for closing of admissions for the concerned Programme in the University but it is mandatory that 14 days preceding the last date the admission notice must remain displayed.

This instructions have a logic and rational as the candidate will always be aware about the schedule of counselling happening in the University and will have definite knowledge of the likely last date of closing of admissions for the concerned Programme in the University.

- 2. The Rule 8 (2) (a) (ii) provides that the prospective applicants shall be given a period of at least 18 days to apply for the seats under the management quota in the afore mentioned manner.**

Explanation:

This means that the notice will be at least 14 days prior to the last date for closing of admissions for the concerned Programme in the University but prospective candidates will be given 18 days to apply.



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3. The Rule 8 (2) (a) (iv) provides that the institution concern shall prepare and display the Rank ordered merit list of such applicants on the institutional website **within 2 days of closing date for receipt of management quota applications.**
4. The Rule 8 (2) (a) (v) provides that the institution shall conduct admission counselling for allotment of branches/Programmes to the qualified applicants **within a period of 03 days of drawing up the merit list of qualified management quota applicants.**

Explanation:

The public admission notice scheduled states at least 14 days prior to last date of closing of admission for the concerned Programme.

18 days to be provided to the prospective candidates to apply for the seats under the management quota.

Thus, after 18 days period the Institute has to mandatorily upload the merit list within 02 days that means on 21st day the merit list has to be displayed and uploaded.

After display of merit list the institution has to conduct counselling within 03 days that means the institution must conduct counselling for management quota seats maximum on 24th day.

5. The Rule 8 (2) (a) (vi) provides that the **2nd round of counselling has to commence only 12 hrs after the publication of the list of applicants admitted in the 1st round of counselling.**

Explanation:

This provides that maximum by 25th day, the admission process for the management quota seats must be completed.

6. The Rule 8 (2) (a) (v) provides that **there shall not be more than 02 rounds of counselling and Rule 8 (2) (a) (vii) provides that the last date to fill up management quota seats will be 09 calendar days after regular admission in the University.**
7. The Rule 8 (2) (a) (ix) mandates that Institutes shall not be authorized to admit candidates after cut off date as mentioned in sub-clause (vii) that means **no admissions against the management quota seats after 09 calendar days after regular admission.**

- a. A Management Quota Admission Monitoring Committee (MQAMC) is required to be constituted in each private institution affiliated with GGSIPU for grievance redressal and suggestions for further improvement in the admission process against Management Quota seats. The MQAMC shall comprise of the following:-
 - i. Nominee of the Vice Chancellor, GGSIPU
 - ii. Nominee of the Director, Directorate of Higher Education
 - iii. The Principal/ Head of the concerned affiliated institution
- b. Prospective students shall apply online against the available seats under Management Quota and all the merit list College-wise shall be published online.
- c. The Admission In-Charge of the concerned affiliated institution: