

## LIST OF DOCUMENTS REQUIRED DURING MANAGEMENT QUOTA COUNSELLING

(For MBA, BA-LLB (H), BBA-LLB (H))

Candidate shall bring the following documents for verification:

- i. Undertaking from the candidate counter signed by the parents that “Candidate seeking admission under the Management Quota for **MBA, BA-LLB, BBA-LLB** Programme has not taken admission in any other Institute affiliated to GGS Indraprastha University in these programmes. (Attached as Annexure – B)
- ii. Original Admission Verification Form (Appendix 6 of GGSIPU Brochure 2025-26) and one photocopy self attested.
- iii. Candidate Registration Proof (Personal Details) of GGSIPU submitted at the time of form filling of Rs. 2500/- (02 Photocopies)
- iv. Original Admit Card of CET/CAT/CMAT/CUET/CLAT along with one Photocopy (If Original Admit Card is lost, obtain FIR)
- v. CET/CAT/CMAT/CUET/CLAT Rank proof (02 photocopies)
- vi. 10<sup>th</sup> class marksheet (02 photocopies self attested and original for verification)
- vii. 12<sup>th</sup> class marksheet and Passing/Provisional Certificate(02 photocopies self attested and original for verification)
- viii. Original Character Certificate and one photocopy self-attested (with date issued by HOD/Principal of School / College) or by the Gazetted Officer (not older than 6 months)
- ix. Original Medical Certificate and one photocopy self-attested (Appendix 5 of GGSIPU Brochure 2025-26 signed by MBBS Doctor.
- x. Original Anti-Ragging Undertaking and one photocopy of each Appendix 7 & 8 of GGSIPU Brochure 2025-26.
- xi. Original Notarized Gap Year affidavit and one photocopy (in case Gap after passing of qualifying exam in 2024 or earlier) notarized on Rs. 10 /- Stamp Paper attached as Annexure 11)
- xii. Undertaking from result awaited candidate for seeking provisional admission for the academic session 2025-26 Appendix 4 of GGSIPU Brochure 2025-26
- xiii. Original SC/ST/Defence/PH category certificate for verification along with self-attested photocopies and also bring online document verification certificate issued by GGSIP University for SC/ST/Defence/PH category candidates.
- xiv. 04 – passport size photo of student and one passport size photo of parents (Father & Mother)

**NOTE: ORIGINAL DOCUMENTS ARE MANDATORY FOR ATTENDING COUNSELLING AND GETTING ADMISSION. WITHOUT ORIGINAL DOCUMENT CANDIDATURE WILL NOT BE CONSIDERED FOR ADMISSION UNDER MANAGEMENT QUOTA**

If the candidate is allotted a seat in the counseling (offline mode) to be held on 4.8.2025 & 5.8.2025 under Management Quota to **MBA, BA-LLB, BBA-LLB programme at Maharaja Surajmal Institute, C-4 Janak Puri, New Delhi 58**, the below mentioned fee to be paid either by:

### **a. Demand Draft in favour of “MAHARAJA SURAJMAL INSTITUTE” payable at New Delhi**

Fee Amount is as under:

Programme	Annual Fees
MBA	1,73,400
BA-LLB (Hons)	1,27,900
BBA-LLB (Hons)	1,27,900

Note: Admission will only be confirmed after depositing the full fees on the spot.  
All admissions will be provisional subject to the approval of GGSIP University

**Director, MSI**