

Date: 27-July-2026

NOTICE

(Physical Reporting of Students for B.COM(H)/ BAJMC/ BBA/ BCA & BALLB(H))

Candidates who have been allotted seats in TIPS Dwarka after online counselling by GGSIP University shall report physically to the Institute for completing the admission process, payment of balance fee and physical verification of documents. The Schedule shall be as per following details:

S. No.	Programme	Reporting Date & Time	Venue
1.	B.Com(H)	10:00 am 30 th & 31 st July 2026	Trinity Institute of Professional Studies, Sector-9, Near Dwarka Sector 10 Metro Station, Dwarka, New Delhi - 110075
2.	BBA		
3.	BCA		
4.	BALLB(H)		
5.	BAJMC	31 st July 2026	

I. Process to be followed by all candidates while reporting to the Institute:

STEP-1

- Report to Room No. Conference Room at TIPS
- Take a Token and set of Forms

STEP-2

- Visit Course Desk in basement for Documents Verification for BBA/ BCA/ B.Com(H)/ BAJMC
- For BALLB, Visit Moot Court room 7th Floor
- Take Documents Verification Slip along with Unique ID

STEP-3

- Visit Fee payment counter
- Give Documents Verification Slip
- Pay the requisite Fee
- Get the sign & stamp on the Token issued at STEP-1
- Keep one Fee receipt with self

STEP-4

- Visit to File Verification Counter again, then
- Visit to Online portal Desk along with a Member of Verification Team
- Give the Token
- Take Reporting Slip

**THANK
YOU**

II. Candidate shall bring the following documents for verification:

- Original Admission Verification Form (Appendix 5 Part F) of GGSIPU Admission Brochure 2026-27) along with one photocopy self-attested.
- Fee receipt of ₹96,000/- already paid to GGSIP University.
- Candidate's Profile (Personal Details) of GGSIPU already submitted at the time of form filling of ₹ 2,500/-, SPOT Registration
- Original Admit Card of CET 2025. (If original Admit Card is lost obtain FIR).
- A Copy of CET Rank (Result).
- A Copy of Provisional Seat Allotment Letter
- A Copy of self-attested of 10th Class Mark sheet (Original for verification).
- A Copy of 12th Class self-attested Mark sheet and Passing or Provisional Certificate (Original for verification)/ Study Centre Proof for Open Students.
- Original Character Certificate (with date issued by (HOD/Principal of School/College or by the Gazetted Officer -Not older than 6 months).

- Original Medical Certificate (Appendix 4 Part F of GGSIPU Admission Brochure 2026-27) signed by MBBS Doctor.
- Original Anti Ragging Undertaking (Appendix 6- and 7 Part F of GGSIPU Admission Brochure 2025-26).
- Original Notarized Gap Year Affidavit, if, applicable (in case gap after passing of qualifying exam (if passed in 2025 or earlier) on Notarized ₹10 Stamp Paper.
- Undertaking from result awaited candidates for seeking provisional admission for the academic session 2026-27 (Appendix 3 Part F of GGSIPU Admission Brochure 2026-27).
- Bring Original SC/ST/Defence Category Certificate along with Online verification slip and an Undertaking for seeking admission against Reserved Category (Appendix 12 Part F of GGSIPU Admission Brochure 2026-27).
- A Copy of Aadhaar Card.
- Four Passport Size of Student & One Passport Size photo of parents (Mother & Father).

III. After verification of documents, candidates are required to deposit the balance fee through Demand Draft / Online mode. The demand draft shall be drawn in the favour of “Trinity Institute of Professional Studies, Payable at New Delhi”

The balance fee to be deposited at the institute which includes University Charges, and security (*refundable*) are as under:

Program	Balance Fee (for 1 st Year) 2026-27 to be paid in the Institute at the time of admission (Amount in Rupees). As per the Gazette Notification SG-DL-E-17072025-264725 dated 14-July 2025, the tuition fee will increase. The Increased fee (difference amount) to be paid as and when notified by the Institute
B.Com(H)	50658
BAJMC	56058
BBA	56058
BCA	53958
BALLB(H)	57858

Fee will be accepted through Demand Draft/Debit Card/Credit Card (neither Cheque nor Cash will be accepted).

Admission will be confirmed only after submission of balance fee. In case the student fails to report to the Institute by 05:00 P.M. up to 31-July-2026 and/or do not deposit the balance fee, his / her vacancy will be intimated to GGSIP University, further, to be filled up through the spot counselling.

**Sd/-
Director**

CC:

- The Management for kind information
- Admin to upload on Website
- All concerned