DELHI INSTITUTE OF ADVANCED STUDIES
Plot No. 6, Sector-25, Rohini, Delhi-110085
(Approved by AICTE and Affiliated with GGSIP University for B.Com (H), BBA, MBA & MBA (FM) Programmes)
(An ISO 9001:2015 Certified Institution)

10th March 2022

RESERVATION POLICY

The Institute being affiliated to Guru Gobind Singh Indraprastha University (GGSIPU) is following the Reservation Policy of the University. The same is given in the Admission Brochure 2022-23, Page 89-96 *(copy enclosed).*

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CHAPTER- 6: Reservation Policy

6.0 Abbreviations

D : Delhi Region
OD : Outside Delhi Region
GEN : General Category
SC : Scheduled Caste
ST : Scheduled Tribe
Def : Defence
PWD : Persons With Disability
OBC : Other Backward Castes
MGMT : Management Quota
DSC : Delhi region Scheduled Caste
DST : Delhi region Scheduled Tribe
Ddef : Delhi region Defence
DPWD : Delhi region Persons With Disability
DOBC : Delhi region Other Backward Castes
ODSC : Outside Delhi region Scheduled Caste
ODST : Outside Delhi region Scheduled Tribe
ODDef : Outside Delhi region Defence
ODPWD : Outside Delhi region Persons With Disability
AISC : All India region Scheduled Caste
AIST : All India region Scheduled Tribe
AIDef : All India region Defence
AIPWD : All India region Persons With Disability
KM : Jammu and Kashmir Migrants
EWS: Economically Weaker Section

6.0.1 Relaxation in Eligibility

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel / Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement or as specified by the statutory body governing the programme of study, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:

a. Relaxation of any kind, as mentioned above and elsewhere in this Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking those relaxations, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.

b. **In addition to original document as referred above, the candidate will also have to upload/submit/bring the relevant format as per Appendix 10 of Part F duly completed in original and signed which will become part of the Admission file.**

6.1 B.Tech./M.Tech./Architect Programmes/Professional Programmes

The Reservation Policy for the University Schools, Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the Academic Session 2022-23 for these CETs is as:-

For University Schools of Studies and Government Institutions Located in NCT of Delhi	For Institutions Located in NCT of Delhi in except minority status institutions	Self Financing Institutions Located in NCR outside Delhi except minority status institutions
85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DOBC - 27% DDEF – 5% DPWD – 5%	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 17% DST - 1% DDEF – 5% DPWD – as per policy of Govt of NCT of Delhi	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DDEF – 5% DPWD – as per policy of Govt of NCT of Delhi
15% of the sanctioned intake shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF – 5% ODPWD – 5%	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF – 5% ODPWD – as per policy of Govt of NCT of Delhi	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF – 5% ODPWD – as per policy of Govt of NCT of Delhi

Note: Reservation for EWS category is applicable only in University School of Studies and Govt. Colleges, if affiliated. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.

1. For Institutions funded by the Central Government, affiliated with GGSIP University, the seat matrix shall be as per the Orders of Government of India. Such Institutions will be required to submit their seat matrix as per the reservation policies applicable to them based on the approved sanctioned intake for the current academic session 2022-23 for the purpose of Admission Counseling.
2. For Institutions funded by the Govt of NCT of Delhi, affiliated with GGSIP University, the seat matrix shall be as per the Orders of Government of NCT of Delhi. Such Institutions will be required to submit their seat matrix as per the reservation policies applicable to them based on the approved sanctioned intake for the current academic session 2022-23 for the purpose of Admission Counseling.
3. For minority institutions located both in the NCT of Delhi, and Outside NCT of Delhi in NCR, the seats are reserved as per the request of the Institution for the appropriate minority segment, and remaining seats thereafter shall be allocated with reservation as per the policy of the Govt. of NCT of Delhi.
4. For institutions located in NCR, the bifurcation of seats (85% for Delhi Candidates and 15% for outside Delhi Candidates) is as per the policy received from Govt. of NCTD applicable for

Academic Session 2022-23, if there is any change in this policy before the commencement of counseling / admissions in the current Academic Session, the same shall be applicable.

NOTE:

1. The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of Enrollment for Online Centralized Counselling. The certificate in the name of either of the parents (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seats, even on the basis of any undertaking.
2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST category then He/She has to bring SC/ST/ certificate issued by Govt. of NCT of Delhi and also should have passed his/ her qualifying exam from Delhi School/College.
3. 10% of the total seats will be allocated as management quota in Self Financing Affiliated Institutes only (unless surrendered by the college/institute) seats as per the provisions of "Delhi Professional Colleges or Institutions Act 2007" and the Rules 2007 made thereafter. However in University Schools of Studies, Minority status Institutions and Government Institutions, there will be no Management Quota.
4. Reservation in OBC category is not applicable at Master's level and Postgraduate Diplomas.
5. **In addition to original document as referred above, the candidate will also have to upload/submit/bring the relevant format as per Appendix 10 of Part F duly completed in original and signed which will become part of the Admission file.**

6.1.1 Scheduled Castes and Scheduled Tribes

1. In order to claim reservation under this Category, the candidate must have a rank in the merit list of NLT and GGSIPU CET 2022. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category.

2. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the two rounds of Online counselling of the reserved categories.

3. The online counselling process during the 2nd round shall allot all the reserved seats to the reserved category candidates. In case, after completion of the process of allotment, the seats in the SC category remain vacant, then, those seats shall be converted to the ST category and shall be offered to ST category for allotment. In case, the ST category candidates are not available, to utilize the vacant seats of SC, then, the seats shall be converted to Un-reserved category in the same region.

4. Similarly, if after allotment of seats during the 2nd round, the ST category seats remain vacant, then, the vacant seats shall be offered to the SC category candidate. In case, the SC category candidates are not available, to utilize the vacant seats of ST, then, the seats shall be converted to Un-reserved category in the same region.

In the Online spot round of Centralized Counselling there shall be no reservation on the basis of category as the vacant seats of SC & ST, if vacant on account of non-availability of SC & ST category candidates would have been converted into Un-reserved category prior to Spot Round of Centralized Counselling.

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not

below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;

ii. Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;

iii. Revenue Officer not below the rank of Tehsildar;

iv. Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

NOTE:

1. The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
2. The required certificate (s) for reserved categories will be essential at the time of the Online counselling for 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 candidate himself/herself and not in favour of respective parents/ guardians.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
4. However for Central Government Institutions, if affiliated, seat allocation will be on the basis of seat matrix provided by the Central Government Institute or the instructions received from Govt. of India.

6.1.2 Defence Category

In reference to letter no.DHE6(32)/Court Case/2012-13/2067-2077 dated 08.05.2019 on the reservation in respect of wards of Paramilitary Force/Police Personnel with direction to follow same Reservation Policy as mentioned in year 2018-19 in the forthcoming sessions in admission to the wards of Paramilitary Force/Police Personnel. The reservation preference policy in respect of wards of Armed forces shall be as per the letter no. F. No 6(1)2017/D (Res.II) Govt of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated 21.05.2018 circulated vide this Directorate of Higher Education letter no. F.No. DHE6(32)/Court Case/2012-13/3333-39 dated 06.07.2018.

Priority I	: Widows/Wards of Defence personnel/Para Military Personnel killed in action. Required Certificate: Proof in Original.
Priority II	: Wards of Defence Personnel and ex-servicemen/Para Military personnel disable in action and boarded out from service with disability attributed to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
Priority III	: Widows/Wards of Defence personnel/Para Military personnel who died in peace time with death attributable to military service. Proof in Original.
Priority IV	: Wards of Defence personnel/Para Military personnel disabled in service and boarded out from service with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
Priority V	: Wards of serving Defence personnel and Ex-Servicemen /para military/police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original.

i. Param Vir Chakra

ii. Ashok Chakra
iii. Maha Vir Chakra
iv. Kirti Chakra
v. Vir Chakra
vi. Shaurya Chakra
vii. Sena, Nau Sena, Vayu Sena Medal
viii. Mention in Despatches
ix. President's Police Medal for Gallantry
x. Police Medal for Gallantry

As per letter no. 371/Adm/Medical Seats/Vol.I dated 02.07.2020 of Govt of India, Ministry of Defense, Kendriya Sainik Board, West Block 4, Wing-7, R K Puram, New Delhi 110066, the precedence of Gallantry Awards as per Priority V.

Priority VI : Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book supported by PPO (Pension Payment Order).

Priority VII : Wives of
i. Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
ii. Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered:

Priority VIII : Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

Priority IX : Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling for admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Appendix 1 of Part E duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
   i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
   ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.
2. For admission to a seat reserved for Defence Category:

i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
ii. The Children/ Widow of the officers and men of Armed forces who died or were disabled on duty must submit a certificate to that effect from the following authorities.
i. Secretary, Kendriya Sainik Board.
ii. Secretary, Rajya/ Zila Sainik Board.
iii. Officer-in-Charge, Record Office.

Note: A statement to the effect that "the death/ disability is attributed to military service" is required to be included in the certificate.

6.1.3 Persons With Disabilities (PWD)

PH/PWD seats in Government Colleges shall be 5% in accordance with the provisions of 'The Rights of Persons with Disabilities Act 2016' (PWD ACT) while it shall be as per policy of Govt. of NCT of Delhi in Self Financing Institutions. All the candidates who furnish PWD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of 'The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and Outside Delhi seats (based on the location of their qualifying exam).

6.1.4 Other Backward Castes

27% seats are reserved for Delhi OBC Category belonging to the list of OBC castes in Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. The reservation for OBC Category is only for candidates who are from Delhi Region. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC Category if and only if the caste is in the list of notified OBC list by Govt. of NCT of Delhi. **Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2022. It is mandatory to submit the Non-Creamy Layer Certificate issued after 31st March 2022 for claiming Reservation against OBC Category.**

The OBC reservation shall be applicable only to Undergraduate programmes of studies (expect PGMC) within Government Institutes. No OBC reservation shall apply to post-graduation or higher level programmes of studies and in self financing institutes.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC and for such reservation the certificate issued should be as per the central list of OBC and the non-creamy layer certificate should be issued after 31st March, 2022.

A list of approved Competent Authorities for the issuance of OBC certificates is as under:-

i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Executive Magistrate.

6.1.5 Minority Institutions

Some of the self – financing institutions affiliated to the University have a minority status. For minority institutions located both in the NCT of Delhi, and Outside NCT of Delhi in NCR, the seats are reserved as per the request of the Institution for the appropriate minority segment, and remaining seats thereafter shall be allocated with reservation as per the policy of the Govt. of NCT of Delhi.

6.1.6 Jammu & Kashmir Migrants

One seat, which will be supernumerary in nature is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled. The University earmarks the seats reserved for the Jammu & Kashmir Migrants in a institution in specific programme of study at the time of counseling as per current practice. If any guidelines are received for the Government of NCT of Delhi before the commencement of counseling for the Academic Session 2022-23, the same shall be applied.

Note for Section 6.1:

1. It will be mandatory for the candidates to upload on the website the required reserved categories certificate (s) at the time of the Online Registration or at the time of Online Enrolment for participation in Centralized Counselling for claiming admission in a reserved category seat and under no circumstances the request of the candidate shall be entertained for considering his/her candidature in reserved category without bonafide certificate uploaded. It is re-iterated that 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 candidate himself/herself and not in favour of respective parents/guardians.
2. In case of married women applying to any course under reserved category has to produce the caste/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. The conversion of seats reserved for SC, ST, Minority, etc. to Un-reserved Category shall be done only after the completion of two rounds of counselling for the reserved categories and no such conversion will be allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
4. If any change in the reservation policy is made by the Government of NCT of Delhi, the same will be announced on University's Website (www.ipu.ac.in) and implemented.
5. **Clarification for Admissions in Reserved Category**: Admission will be permissible to qualified candidates in any programme in the following conditions:-

i. **If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST categories, then admission is permissible under Delhi Reserved category.**

ii. **If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.**

iii. **If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST reservation**

6.1.7 Economically Weaker Section (EWS)

Implementation of 10% reservation of Economically Weaker Sections, as per letter no. F.DHE.1(119)/Estt./2018-19/2549-76 dated 17.06.2019 in terms of OM No. F No. 12-4/2019-U1 dated 17.01.2019 issued by the Ministry of Human Resource Development, Department of Higher Education in this respect to give effect to the provision of the Constitution (One Hundred and third Amendment) Act, 2019 for all higher educational institutions funded/aided, directly, or indirectly, by the Government of NCT of Delhi.The candidates shall be granted admission in EWS category subject to fulfillment of all the conditions as per rules of Govt

Note:

1 **Reservation for EWS category is applicable only in University School of Studies and Govt. Colleges if affiliated only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.**
2 **Reservation for EWS category is applicable for Un-reserved Category Candidate only. Candidates claiming reservation for SC/ST Category will not be considered for reservation under EWS Category.**
3 **EWS Certificate should be issued after 31st March, 2022 stating valid for year 2022-23.**

6.2 Management Quota Admissions

As per provisions in the 'The Delhi Professional Colleges or Institutions (prohibitions of capitation fee regulation of admission, fixation of Non-Exploitative Fee and other measures to ensure equity and excellence) Act 2007' (Delhi Act 8 of 2007), Govt of NCT of Delhi, in every Institutions, except the minority institution / unaided Institutions who have Surrendered Management Quota, for the Academic Session 2022-23 and subject to the provisions of this Act, ten percent (10 %) of the total seats in an unaided institution shall be allocated as 'Management Seats'.

In accordance with the procedure/ Policy Section 8(2) a (ii) to (x) of the Delhi Professional Colleges of Institutions (Prohibition of Capitation Fee, Regulation of Admission, Fixation of Non-Exploitative Fee and Other Measures to Ensure Equity and Excellence) Act, 2007 and framed rules as per Actthe affiliated colleges shall adhere to the laid down procedure.

Relevant Sections of 'The Delhi Professional Colleges or Institutions Act 2007' containing provisions are reproduced for reference: of the candidates-

Section 12
Allocation and reservation of seats

(1) In every institution, except the minority institution

(a) *Subject to the provisions of this Act, ten percent of the total seats in an unaided institution shall be allocated as management seats.*
(b) *Eighty five percent of the total seats, except the management seats, shall be allocated for Delhi students and the remaining fifteen percent seats for the outside Delhi students or such other allocation as the Government may by notification in the official Gazette, direct;*
(c) *Supernumerary seats for non-resident Indians and any other category shall be as may be prescribed.*

(2) In the seats mentioned in sub-section (1), an institution shall reserve-

(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, vide letter no. DHE-4(15)/2006-07/1546-1605 dated 14.06.2007 has notified the rules regarding filling up of the 10% Management Seats 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, the Government of National Capital Territory of Delhi. The same is also reproduced as below:- Provisions as notified by the Govt. of NCT of Delhi

Para 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:-

(a) 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 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