



DELHI INSTITUTE OF ADVANCED STUDIES

Plot No. 6, Sector-25, Rohini, Delhi – 110085

Re-Accredited with 'A' Grade by NAAC

(Approved by AICTE and Affiliated with GGSIP University for B. Com (H), BBA, MBA and MBA (FM) Programmes)

(An ISO 9001:2015 Certified Institution)

10.08.2024

Instructions for New Students **

List of documents to be submitted by BBA & B.Com(H) Students at the time of reporting in the Institute for the Academic Year 2024-25

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|---|-----------|
| 1. University Registration Form | Print out |
| 2. CUET/ CET (Original) Admit Card whichever is applicable for the respective Programme | Original |
| 3. CUET/ CET Rank/Score Card whichever is applicable for the respective Programme | Printout |
| 4. Provisional Allotment letter (Admission Slip) | Print out |
| 5. Fee slip of Rs. 1500/- (Registration Fee), Rs. 1000/- (Counseling fee) submitted at University | Print out |
| 6. Fee slip of spot Counselling participation, (if applicable) | Print out |
| 7. Fee slip of part academic fee of Rs. 96,000/- submitted at University | Print out |
| 8. 10 th Class Marksheet & Certificate (self-attested) | Photocopy |
| 9. 12 th Class Marksheet & Certificate (self-attested) | Photocopy |
| 10. Provisional Certificate (self-attested) | Photocopy |
| 11. Any other Certificate of Sports/ Extra curricular Activities, if applicable (self-attested) | Photocopy |
| 12. Undertaking of Result Awaited form as per Appendix 4, Page No. 8 of Part- F University Admission Brochure- 2024-25, if applicable. | Original |
| 13. Undertaking pertaining to Gap Year, if applicable. | Original |
| 14. Conduct/Character Certificate from the school/institution last attended (Should not be more than six months old) | Original |
| 15. Medical certificate signed by a Registered Medical Practitioner as per Appendix 5, Page No. 9 of Part- F University Admission Brochure- 2024-25 | Original |
| 16. Caste Certificate along with the Category Verification Slip issued by GGSIP University (SC/ST/OBC/ Def/ KM/PH) if applicable (self-attested) | Photocopy |
| 17. Undertaking by the student with respect to Anti ragging as per Annexure- 7, Page No. 11 of Part- F University Admission Brochure- 2024-25) | Original |
| 18. Undertaking by the parent/ Guardian with respect to Anti ragging as per Annexure- 8, Page No. 12 of Part- F University Admission Brochure- 2024-25 | Original |
| 19. Passport size photographs (10 Nos.) | Original |
| 20. Proof of Address (Electricity Bill/MTNL Telephone Bill/Driving License/Passport etc. | Photocopy |
| 21. Aadhaar Card, Election Card, & Pan Card (Mandatory) | Photocopy |

**** Students should carry originals of all documents for verification purpose.**

**** Reporting in the Institute from 11 – 13 Aug 2024 at 11.00 AM to 4.00 PM**

Fee can be paid in the following modes:

Thru DD payable at Delhi or thru NEFT/RTGS/UPI/Payment Gateway as per following details:

Delhi Institute of Advanced Studies,
A/C No.037104000208932
IFSC Code: IBKL0000037
IDBI Bank, 27, Vaishali Branch, Pitampura, Delhi-110088

BBA
B.Com(H)

Total Rs. 1,25,000/- (Minus part academic fee of Rs. 96000/-)

Total Rs. 1,17,500/- (Minus part academic fee of Rs. 96000/-)

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