



# 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 the MBA & MBA (FM) Students at the time of reporting in the Institute for the Academic year 2024-25

1. University Registration Form	Print out
2. CAT/CMAT/CET (Original) Admit Card whichever is applicable for the respective Programme	Original
3. CAT/CMAT/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 <sup>th</sup> Class Marksheet & Certificate ( <b>self-attested</b> )	Photocopy
9. 12 <sup>th</sup> Class Marksheet & Certificate ( <b>self-attested</b> )	Photocopy
10. Marksheets of Graduation Semester wise/ Consolidated Marksheet ( <b>self-attested</b> )	Photocopy
11. Provisional Certificate/ Final Degree ( <b>self-attested</b> )	Photocopy
12. Migration Certificate from the school/Institution last attended	Original
13. Undertaking pestering to Gap Year, if applicable.	Original
14. Any other Certificate of Sports/ Extra curricular Activities, if applicable ( <b>self-attested</b> )	Photocopy
15. Undertaking of Result Awaited form as per Appendix 4, Page No. 9 of Part- F University Admission Brochure- 2024-25, if applicable.	Original
16. Conduct/Character Certificate from the school/institution last attended (Should not be more than six months old)	Original
17. Medical certificate signed by a Registered Medical Practitioner as per Appendix 5, Page No. 10 of Part- F University Admission Brochure- 2024-25	Original
18. Caste Certificate along with the Category Verification Slip issued by GGSIP University (SC/ST/OBC/ Def/ KM/PH) if applicable ( <b>self-attested</b> )	Photocopy
19. Undertaking by the student with respect to Anti ragging as per Annexure- 7, Page No. 14 of Part- F University Admission Brochure- 2024-25)	Original
20. Undertaking by the parent/ Guardian with respect to Anti ragging as per Annexure- 8, Page No. 15 of Part- F University Admission Brochure- 2024-25	Original
21. Passport size photographs (10 Nos.)	Original
22. Proof of Address (Electricity Bill/MTNL Telephone Bill/Driving License/ Passport etc.	Photocopy
23. 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 Gate Way as per following details:

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

MBA - Total Rs. 1,71,300/- (Minus part academic fee of Rs. 96000/-)  
MBA (FM) - Total Rs. 1,71,300/- (Minus part academic fee of Rs. 96000/-)

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