GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, Delhi-110078
Affiliation Branch

No. GGSIPU/JR(Aff)/2021-22/ 406   Dated 23|12|2020

NOTIFICATION

Sub: Inviting online applications from medical colleges / institutes for Grant / Continuation of provisional affiliation (existing and new Institutes) for Academic Session 2021-22 for Post Graduate and Super Specialist Medical Courses (PGMC and SSMC) programmes only.

Guru Gobind Singh Indraprastha University, Delhi has initiated the online process for considering proposals from new/existing Medical Colleges / institutions for grant/continuation of provisional affiliation for Post Graduate Medical Programmes and Super Specialist Medical Programmes for the Academic Session 2021-22. **The Last Date for submission of online Application form for Affiliation: upto 08/01/2021 (Friday) till 11:59 p.m. and Last Date for submission of printout of the online Application form for Affiliation: upto 11/01/2021 (Monday) till 3.00 p.m.** (Before the last date, duly filled in pro-forma may be submitted on any working day up to 3:00 pm.

Venue for Submitting Printout of online Application form for Affiliation: Affiliation Branch, Room No. 19 / 20, Administrative Block, Guru Gobind Singh Indrapratha University, Sector 16/C, Dwarka, New Delhi - 110078.

(Sunita Shiva)
Joint Registrar (Affiliation)

Copy to:

1. Incharge, Server Room with a request to upload this on the University website.

STEP WISE INSTRUCTION FOR FILLING-UP THE ONLINE APPLICATION FOR GRANT / CONTINUATION OF PROVISIONAL AFFILIATION

1. Open the website **http://ggsipu.ac.in/ipuaffiliation/Login.aspx**

2. Enter the Login id and password issued by Affiliation Branch. For Existing Institutes the password will be the same as earlier or as modified by the institute. For new institutions, the institute will request for Login and Password from Affiliation Branch. For the existing institute the entries made during the last year will appear in the form and institute may edit the entries, if required and if there is no change in the entries of last year, the institute may submit the form as it is.

3. For Security reasons, as soon as the password is issued by the Affiliation Branch, the Institute may change the password.

4. Follow the instructions for new password. After entering user id and new password user details are to be updated.

5. Go to the Master and Click on Trust Master

6. Click on the "Add New Trust" on the right corner of the screen

7. Go to Entry Tab>Affiliation Form>Step Wise Instruction> Click on the check box at the left side corner of the bottom of the screen>submit.

8. Select the Academic Year for which you are applying for

9. After entering the details in the respective fields press insert button to save the same. To add another data after pressing insert click on add button to go to the next field.

10. **In part IV: Academic programme for which continuation of Affiliation / NOC is sought: Existing Courses:** For Existing Institutes, the field of Letter no. of State Govt. , Letter no. of Statutory Body, Letter no. of Affiliation Letter is required to be filled and copy of the document is also required to be attached in PDF format. The process of attachment of the PDF file(s) is as under:

    a) Create PDF files of the required documents and save it on the computer.
    b) Go to Master Tab > click add button > Choose file> Insert>.
    c) The above process has to be repeated for attaching other files also.
    d) Then go to para IV >Select and attach the files> Insert>.

11. If under the list of Pay Scale, any Pay Scale is not shown or any additional Pay Scale is to be added the same can be done by clicking on Pay Scale Master.

12. If under the list of Pay Band, any Pay Band is not shown or any additional Pay Band is to be added the same can be done by clicking on Pay Band Master.

13. If under the list of Designation, any Designation is not shown or any additional Designation is to be added the same can be done by clicking on Designation Master.

14. If under the list of Labs, any Lab is not shown or any additional lab is to be added, the same can be done by clicking on Lab Master.

15. If under the list of qualification, any qualification is not shown or any additional qualification is to be added the same can be done by clicking on Qualification Master.

16. Copy of Challan received from Indian Bank may also be submitted with printout of online application form.

17. Follow the instructions and fill all the details of the Institute as required in respective fields.

18. No field should be left un-filled, else the software won't accept and proceed further.

19. All the documents to be uploaded in the online form should be in .Pdf format.

20. In any field where detailed information is required and cannot be entered in the fields provided the same may be uploaded as annexure through the browse button provided.

Note: In case of any trouble in filling-up the form or for assistance please contact on the following numbers during working hours on each working day i.e. 9.30 to 5.30 from Monday to Friday:

1. 011-25302173
2. 011-25302174