



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Dwarka, Sector-16/C, Delhi-110078

Website: <http://ipu.ac.in>



(Academic Branch)

F.No. IPU-7/Academic/2025-26/ 1932

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SOP to be followed by Self Financing Institutions while carrying out Admissions for Management Quota.

1. The admissions under Management Quota Seats in affiliated Self Financing Institutes in various programmes being conducted in affiliated self financing institutes shall be strictly in accordance with the following provisions/orders;

a) Provisions 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 & Rules 2007.

b) Hon'ble High Court of Delhi Judgment dated 04.08.2023 and subsequent clarification dated 07.08.2023 in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. in LPA 563/2023. The Operating part (Para 34) of Judgment dated 04.08.2023 are re-produced below:

Para 34 "We hereby dispose of the present appeal upholding the following directions notified in the circular dated 22.09.2022 with partial modification that besides online mode, the candidates shall also be eligible to apply in "offline mode" for Management Quota seats. The directions are as under: -

- i) "GGSIP University to make an online portal to display the branch-wise college wise seats available under Management Quota*
- ii) Prospective students can apply online as well as offline against available seats under Management Quota*
- iii) The college shall display the list of aspirant admission seekers on the online portal as well as on the notice board of the college*
- iv) The college shall prepare common merit wise list of candidates who have applied through online and offline mode*
- v) The merit list college wise shall be published online"*

Subsequent to above Judgment dated 04.08.2023, the Hon'ble High Court of Delhi had issued a clarification vide its Order dated 07.08.2023 in which vide Para No. 9 of the Order, the following clarification was issued by the Hon'ble High Court of Delhi: -

Para 9 With regard to first prayer seeking modification in Para-34 of the Judgment, this Court finds that though this prayer is not maintainable, however, in view of the averments made therein, we hereby clarify that sub-clause (ii) of Para-34 of the Judgment shall be read as under: -

"(ii) Prospective students can apply online on the portal of the institute as well as off line (in the prescribed form downloaded from the website of the college against receipt issued from the college) against available seats under management quota".

c) Any other instructions issued by the University as Designated Agency/Govt. of NCT of Delhi.

2. Section 12(1) (a) 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) Rules, 2007 (Delhi Act 8 of 2007), states that in every Institutions, except the minority Institutions subject to the provisions of this Act, ten percent of the total seats in an unaided institution shall be allocated as Management Seats.

3. Section 13 of the Delhi Professional Colleges or Institutions Act, 2007 states that "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".

4. Rule 8(2)(a)(iv) states that based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institution concerned shall prepare and display the rank ordered merit list of such applicants on the institution's website and notice board kept at a conspicuous place of the institution, within two days of the closing date for receipt of the management quota applications.

The matter relating to aggregate marks was deliberated in the Admission Committee of the university and the decision of the Admission Committee of University regarding aggregate marks obtained by qualified applicants at the qualifying examination to be considered by Self Financing Institutions at the time of preparing of rank ordered merit list are as under:

For UG Programme: -

For most of the UG Programme calculating aggregate marks obtained in the qualifying examination aggregate marks of best 5 subjects should be taken which includes English and the mandatory subjects as prescribed in the UG Admission Brochure for the respective course/programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure.

And for few programmes like BBA, BHMCT, BCA & BA (JMC) for calculating aggregate marks obtained in the qualifying examination aggregate marks of best 4 subjects should be taken which includes English. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure.

For PG Programme

For calculating aggregate marks obtained in the qualifying examination aggregate marks of all the subjects studied during qualifying degree should be taken into consideration which must include the mandatory subjects as prescribed in the Admission Brochure for the respective course/ programme. However, eligibility of the applicants should be ascertained as per the eligibility in the Admission Brochure.

The Self Financing Institutions are required to strictly follow the above decision of the Admission Committee of University for preparing rank ordered merit list in Management Quota Admissions

5. The Rule 8(2)(a)(ii) notified by the Govt, of NCT of Delhi makes its mandatory for the affiliated institutes to publish admission notice advertisement for management quota seats in at least two leading daily newspapers, one in Hindi and the other in English in addition to displaying the same on the institutions website.

6. It is also mandatory that the admission notice advertisement shall be displayed at least fortnight before the last date for closing of admissions for the concerned course in the University and shall include therein information necessary for the students seeking admission to management quota seats.

7. It is also mandatory that applicants shall be given a period of at least 18 days to apply for the seats under the management quota admissions.

8. The last date of closing of admission for the concerned course in the University for the purpose of implementing Rule 8(2)(a)(ii) &(vii) will be the last date of reporting after the last round of online counselling prior to commencement of Spot Round Counselling. The first day for the purpose of counting nine calendar days will be the immediate day after the last date of reporting. In case of any change the same shall be satisfied by the University.

9. In view of the Hon'ble High Court of Delhi Judgment dated 04.08.2023 and subsequent Order dated 07.08.2023 of Division Bench in the matter of Vivekananda Institute of Professional Studies Vs. Govt. of NCT of Delhi & Anr. (LPA 563/2023), the Self Financing Institutions are required to provide online portal to prospective students for applying for admission under Management Quota with the facility to download Application Form from their website itself. The Management Quota application forms (online/offline) should contain all the relevant fields, which is required for preparing rank ordered merit list. The Self Financing Institutions are required to issue acknowledgment receipt to each applicant at the time of submission of duly filled Management Quota Application Form as downloaded from the respective Institute's Website.

Note: - The Institutes are expected to take all the required information from the candidates at the time of making online/offline applications so that immediately after last date of closing of application, the Rank Ordered Merit List can be prepared without asking candidates to visit institute for verification of documents, as there is no provision of verification of documents in the DPCI Rules, 2007. The verification of documents should only be done on the day of counselling prior to allotment of seats.

10. After the closing of admission portal (online/offline), the college shall display the list of all the aspirant admission seekers (applicants) on the online portal as well as on the notice board of the college. The college shall prepare common merit list of all the candidates who have applied through online and offline mode and the detail merit list programme wise and Shift wise shall be published online by the respective college/institute in their website prior to commencement of counselling. It is mandatory to submit rank ordered merit list within two days of closing date of receipt of Management quota application as per rule 8(2)(a)(iv).

11. All the Self Financing Institutions are required to submit copy of management quota admission advertisement containing following information published in the Hindi and English Newspaper including screenshot of advertisement/notice uploaded on the Institute website with date and time.

- (a) Starting date of online management quota registration
- (b) Closing date of online management quota registration.
- (c) Information about the facility of downloading of availability of management quota applications forms on the website of the institute for the information of prospective applicants.
- (d) Other relevant information as mentioned in Rule 8(2)(a)(ii) of Rule, 2007.
- (e) Information relating to URL specifically on which information related to Management Quota Admissions 2026-27, online application form, and facility of downloading management quota Application Form uploaded by the Institute.

12. In addition to the above, the Self Financing Institutions carrying out Management Quota Admissions are required to adhere to followings instructions:-

(a) The Institutes are required to issue detail instructions in unambiguous terms for conducting MQ Admissions prior to commencement of counselling for the information of all the prospective candidates, which should include instructions regarding de-reservation of reserved category seats and conversion of seats of Delhi seats to Outside Delhi seats and vice-versa in case sufficient number of reserved category candidates and candidates from particular region are not available for admissions. All information relating to conversions/dereservations of seats be included in the counselling schedule also.

Note: If de-reservation is to be carried out, then the Institutes must (a) Notify cut-off of 1st Round of Counseling and number of unfilled reserved seats (b) Club unfilled reserved seats with General category and provide information to candidates for attending 2nd round of counselling.

(b) The prescribed fee of Rs.2500/- by the Admission Regulatory Committee is necessarily required to be taken at the time of registration only. In case Institutes do not want to charge registration fee, the same should be informed to the prospective candidates in the advertisement itself. No Institutes shall ask candidates to pay registration fee once the candidate has submitted his application form successfully. All the candidates who have registered successfully shall be eligible to participate in the counselling as per their rank in the rank ordered merit list.

(c) As per para 9(ii) of the Judgement dated 07.08.2023 in LPA 563/2023, the Institutes are necessarily required to issue receipt (acknowledgement) to all the candidates whoever makes application for the Management Quota Admissions.

(d) The Institutes shall not ask candidates to fill up any choice particularly in respect of B.Tech. Programme at the time of registration. The choice filling shall be done by the candidates on the date of counselling.

(e) After the last date of the application form, the candidates shall be called in the Institutes on the day of the counselling only.

(f) The candidates also be given an option of paying fees in online mode on the date of counselling.

(g) The Institutes are required to create mechanism in the online application process wherein the timeline of registration of candidates gets recorded in the system itself. In case of downloading of Application Form by the candidate, the downloading time is required to be maintained alongwith date and time of submission of Application Form by the candidate. On successful submission of Application Form, the candidate be issued acknowledgement automatically.

(h) The Institute will ensure that name of all the candidates who makes application in offline/online mode, is listed in the Rank Ordered Merit List and in case of objections; same shall be addressed to the satisfaction of the candidate. In no case, name of candidate should be missing from the Merit List. Further, the Institutes will ensure participation in counselling of all the candidates who reports on the date of counselling as per his rank.

(i) The Institute will keep updating all the candidates instructions relating Management Quota Admissions including information regarding seat conversion to ensure fair chances to all the candidates through SMS/WhatsApp/email/calls etc. regarding.

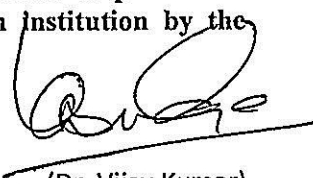
(j) The Institute shall carry out registration only during the date and time mentioned in the advertisement and subsequent notification, if any. No application shall be accepted beyond the last date of application.

13. Rule 8(2)(a)(x) states that if any dispute arises with regard to the admission under the management quota seat(s), the designated agency or the Government, as the case may be, shall have the overriding power to issue directions to the institution which shall be binding upon the institution concerned".

14. All admissions made to the Management Quota seats by the Institutions shall be provisional till the University as designated agency ratifies the same.

15. The Self Financing Institutions shall strictly adhere to the provisions/Judgments/Orders mentioned in the para 1 of the instructions while carrying out Admission under Management Quota.

16. Failure by any institution to follow the rules, procedures and schedule as prescribed shall lead to non-ratification of management quota admissions of an Institution by the University.



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