



IMPORTANT NOTICE FOR ADMITTED STUDENTS THRU ONLINE COUNSELING 2018-19

1. All the students who have been allotted seat in **Rukmini Devi Institute of Advanced Studies** through **Online counseling 2018-19** conducted by **Guru Gobind Singh Indraprastha University, Delhi** are required to report in the institute for Verification of Documents, Deposition of Balance Fee and Reporting **between July 21, 2018 to July 24, 2018 (9:00 AM – 5:00 PM)**.
2. Pay balance fee of **Rs. 1,05,000/- for MBA** and of **Rs. 58,300/- for BBA** through Demand Draft / Pay Order in favour of '**RUKMINI DEVI INSTITUTE OF ADVANCED STUDIES**' payable at Delhi. Please mention Name, Course, CET Roll No., CET Rank, Mobile No. on the back side of the DD/PO.
3. The students are also required to bring the following documents as per following details. **All photocopies of documents must be self attested by the Student. Students are advised to bring all original educational qualification documents for verification only (do not submit these documents).**

Order. No.	Documents	For RDIAS	For GGSIPU
1	Admit Card of CET-2018	1 Photocopy	Original
2	Duly Signed Registration Detail Form printed from IPU Admission Portal	1 Copy	1 Copy
3	Allotment Letter & Admission Slip	1 Copy	1 Copy
4	Academic Fee Receipt (a) Part Payment of Rs. 40,000/- (b) Balance Fee Receipt of RDIAS	1 Copy	1 Copy
5	Two sets of Attested Photocopies of following documents:		
a)	Marksheet & Passing Certificate of 10 th .	1 Photocopy	1 Photocopy
b)	Marksheet & Passing Certificate of 12 th .	1 Photocopy	1 Photocopy
c)	All Semester/Year Marksheets, Consolidated Marksheet, Provisional Certificate / Degree of the Qualifying Examination (Not required from BBA Students).	1 Photocopy	1 Photocopy
d)	Duly Certified necessary document mentioning Formula for Conversion of CGPA into Percentage	1 Photocopy	1 Photocopy
e)	Certificate from University imparting open/distance education certifying the location of the study centre (from students who have passed the qualifying examination through open/distance education system)	1 Photocopy	Original
f)	Undertaking in case the result of qualifying examination is awaited in the format as given in Appendix 5 in Admission Brochure (Part B).	1 Photocopy	Original
6	Conduct and Character Certificate from the Head of Institution from where the qualifying examination has been passed or from Gazetted Officer	1 Photocopy	Original
7	Reserved Category Verification Slip & Reserved Category Certificate, for candidates taken admission in Reserved Category.	1 Photocopy	1 Photocopy
8	Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as given in Appendix 6 in Admission Brochure (Part B)	1 Photocopy	Original
9	Duly signed Undertaking by the Student with respect to Anti Ragging Appendix 13 in Admission Brochure (Part B)	1 Photocopy	Original
10	Duly signed Undertaking by Parent / Guardian with respect of Anti Ragging Appendix 14 in Admission Brochure (Part B)	1 Photocopy	Original
11	Undertaking (Regarding Interim Fee)	1 Photocopy	Original
12	Self Attested copy of Aadhar Card.	1 Photocopy	
13	Self Attested copy of Voter ID.	1 Photocopy	
14	Self Attested copy of PAN Card.	1 Photocopy	
15	Self Attested copy of Address Proof (Utility Bill, Passport, Bank Pass Book, LPG Connection, etc.)	1 Photocopy	
16	Recent colour passport size photographs with white background.	4 Photographs	

Dean (Admissions)