



giBS

Gitarattan International Business School

◆ Estd. 2004 ◆ Grade 'A' Accredited by NAAC ◆ Affiliated with GGSIPU

STUDENT NOTICE

Ref: GIBS/ADM/STU/26-27/002

Dated: 03.08.2026

Reporting to the Institute for New Admissions, AY 2026-27

MBA and MBA–International Business

(Through CAT-2025/CMAT-2026/CET-2026)

Students admitted to Gitarattan International Business School (giBS) through seat allotment by GGSIPU for MBA and MBA-International Business (through CAT-2025/CMAT-2026/CET-2026) are required to follow the below mentioned instructions:

1. As per GGSIPU/DI(Academic)/Misc/2026/2630 dated 29.07.2026 students admitted in above mentioned courses are required to **MANDATORY** report to the allotted Colleges as scheduled below:

<u>Reporting of candidates to the allotted Institute/College/USS</u>	06.08.2026 (Thursday) to 07.08.2026 (Friday)
	10:00 A.M. to 05 :00 P.M.
IT IS MANDATORY TO REPORT TO THE INSTITUTE FOR VERIFICATION OF DOCUMENTS & PAYMENT OF BALANCE FEES (REFER ANNEXURE-3), FAILING WHICH ADMISSION SHALL BE AUTOMATICALLY STANDS CANCELLED.	

2. Verification of documents shall be conducted as per the University notification. All candidates who have got admission are to submit self-attested/attested photocopies of their documents. It is mandatory to bring all the documents in Original & 2 set of photocopies (list attached as **Annexure-1**).
3. Instructions to be followed by the Students on ERP details attached as **Annexure-2**.
4. The candidates are also required to deposit the balance fees (details attached as **Annexure-3**), failing which the admission shall be automatically cancelled.
5. The Orientation Program is Schedule on :-

MBA & MBA International Business	12th August 2026, Wednesday
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For any query contact at: 011-27555607/608/609, email at:- admissions@gitarattan.edu.in , Whatsapp at 882307575.

Prof.(Dr.) Urvesh Chaudhery
Director

ANNEXURE-1

MBA and MBA-International Business		
S.No.	Documents Required	Remarks
1	Passport Size Photos	Four (With white background)
2	Admit Card : CAT 2025 / CET 2026 / CMAT 2026	in Original (Compulsory)
3	Merit /Rank Card 2026 : CAT / CET / CMAT	in Original (Compulsory)
4	Online GGSIPU Registration Slip 2026	1 Copy (Compulsory)
5	Online Generated Candidate Profile Letter 2026	1 Copy (Compulsory)
6	Online Document Verification cum Seat Acceptance Letter 2026	1 Copy (Compulsory)
7	Online Generated Allotment Letter 2026	1 Copy (Compulsory)
8	Part Academic Fee Receipt of Rs.96,000/-	1 Copy (Compulsory)
9	Distance learning centre location certificate (In case of Open/ Distance Education)	1 Copy (Compulsory)
10	APAAR ID Registration Detail	1 Copy (Compulsory)
11	Proof of Date of Birth, Class 10 th Marksheet / Certificate	1 Copy (Compulsory) (Original for Verification)
12	12 th Class Marksheet	1 Copy (Compulsory) (Original for Verification)
13	12 th Class Certificate	1 Copy (Compulsory) (Original for Verification)
14	Graduation Marksheet/Certificate	1 Copy (Compulsory) (Original for Verification)
15	Aadhar Card	1 Copy (Compulsory) (Original for Verification)
16	Reservation Category Certificate, if any	1 Copy (Compulsory) (Original for Verification)
17	Conduct and Character Certificate from the Head of Institution or from Gazetted Officer (Not more than 6 months old)	in Original (Compulsory)
18	Undertaking in case of Result Awaited (<u>Appendix-3</u>)	in Original (Compulsory)
19	Medical Physical Fitness Certificate (<u>Appendix-4</u>)	in Original (Compulsory)
20	Admission Verification Form (<u>Appendix-5</u>)	in Original (Compulsory)
21	Undertaking by the student with respect to Anti Ragging (<u>Appendix-6</u>)	in Original (Compulsory)
22	Undertaking by the parents with respect to Anti Ragging (<u>Appendix-7</u>)	in Original (Compulsory)
23	Undertaking in case seeking admission against any Reserved Category (<u>Appendix-12</u>)	in Original (Compulsory)

Annexure-2

For making online payment of Annual Academic Fee, login to the ERP portal (<https://beta.edumarshal.com/>) and follow the steps as mentioned below.

Step 1	Login to ERP portal https://beta.edumarshal.com/gibs_online_website_registration
Step 2	Fill the required details
Step 3	Get your Login Details USER ID - Application/Roll Number Default Password - welcome1
Step 4	Click on Payment History
Step 5	Select Current Class
Step 6	Pay Online
Step 7	Choose Academic Fee/Other Fee & Click the link Pay Proceed
Step 8	Choose Option Credit Card/Debit Card/Net Banking/EMI (Fill Details)
Step 9	Click on Pay Now
Step 10	Enter OTP if enabled
Step 11	After Successful payment Print/Save Receipt for your reference
Step 12	If payment is through Demand Draft Collect your Receipt.



FOR REGISTRATION



FOR FEE PAYMENT

Annexure-3

All students are informed to pay the Annual Fee for the Academic Session 2026-27 as per the details mentioned below.

Fee Type	Type	MBA & MBA-International Business (1 st year)
Academic / Tuition Fee	Annually	1,85,200/-
University's Share Fee		20,000/-
University Examination Fee		3,000/-
Student Welfare Activity		1,000/-
Incubation Fee		500/-
Alumni Contribution Fund	One Time	2,000/-
Security Fee (Refundable)		10,000/-
Total (Academic Fee)		2,21,700/-
Already Paid to the GGSIP University		96,000/-
BALANCE TO BE PAID (At the time of reporting to the Institute)		1,25,700/-
Other Fee (Annually)		14,000/-

Note: *The above fee is indicative and subject to final notification / approval by the competent authorities including SFRC / GGSIPU, as applicable for Academic Session 2026-27."*