



giBS

Gitarattan International Business School

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

STUDENT NOTICE

Ref: GIBS/ADM/STU/26-27/040

Dated: 18.08.2026

SPOT ROUND

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

BBA (1st & 2nd Shift), Integrated BBA-MBA, BCA, MBA, MBA-IB,

Integrated BA-LLB (Hons) & Integrated BBA-LLB (Hons)

Students admitted to Gitarattan International Business School (giBS) through seat allotment by GGSIPU for **BBA (1st & 2nd Shift), Integrated BBA-MBA, BCA, MBA, MBA-IB, Integrated BA-LLB (H) and Integrated BBA-LLB (Hons)** are required to follow the below mentioned instructions:

As per GGSIPU/DI(Academic)/Misc/2026/2723 dated 13.08.2026, GGSIPU/DI(Academic)/Misc/2026/2725 dated 14.08.2026 and GGSIPU/DI(Academic)/Misc/2026/2745 dated 17.08.2026, 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>	<u>Date / Day</u>	<u>Course</u>	<u>Time</u>
	21.08.2026 /Friday	BBA (1st & 2nd Shift), Integrated BBA MBA,BCA, MBA, MBA-IB, Integrated BA-LLB (Hons) & Integrated BBA-LLB (Hons)	10:00 A.M. to 05:00 P.M.
	22.08.2026 / Saturday	MBA, MBA-IB	
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.			

1. 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).
2. Instructions to be followed by the Students on ERP details attached as Annexure-2.
3. The candidates are also required to deposit the balance fees (details attached as Annexure-3), failing which the admission shall be automatically cancelled.

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

BBA (1st & 2nd Shift), Integrated BBA-MBA, BCA,MBA, MBA-IB, Integrated BA-LLB(Hons) & Integrated BBA-LLB(Hons)		
S.No.	Documents Required	Remarks
1	Passport Size Photos	Four (With white background)
2	Admit Card : CET 2026	in Original (Compulsory)
3	Merit /Rank Card 2026 : CET	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) <u>(Original for Verification)</u>
12	12 th Class Marksheet	1 Copy (Compulsory) <u>(Original for Verification)</u>
13	12 th Class Certificate	1 Copy (Compulsory) <u>(Original for Verification)</u>
14	Graduation Marksheet/Certificate	1 Copy (Compulsory) <u>(Original for Verification)</u>
15	Aadhar Card	1 Copy (Compulsory) <u>(Original for Verification)</u>
16	Reservation Category Certificate, if any	1 Copy (Compulsory) <u>(Original for Verification)</u>
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 (1 st year)	BBA-MBA Integrated / BBA (1 st & 2 nd Shift)	BALLB & BBALLB	BCA (1 st year)	LL.B. / LLM (1 st year)
Academic / Tuition Fee	Annually	1,85,200/-	1,13,200/-	1,15,000/-	1,11,100/-	1,15,000/-
University's Share Fee		20,000/-	20,000/-	20,000/-	20,000/-	20,000/-
University Examination Fee		3,000/-	3,000/-	3,000/-	3,000/-	3,000/-
Student Welfare Activity		1,000/-	1,000/-	1,000/-	1,000/-	1,000/-
Incubation Fee		500/-	500/-	500/-	500/-	500/-
Alumni Contribution Fund	One Time	2,000/-	2,000/-	2,000/-	2,000/-	2,000/-
Security Fee (Refundable)		10,000/-	10,000/-	10,000/-	10,000/-	10,000/-
Total (Academic Fee)		2,21,700/-	1,49,700/-	1,51,500/-	1,47,600/-	1,51,500/-
Already Paid to the GGSIP University		96,000/-	96,000/-	96,000/-	96,000/-	96,000/-
BALANCE TO BE PAID (At the time of reporting to the Institute)		1,25,700/-	53,700/-	55,500/-	51,600	55,500/-
Other Fee (Annually)		14,000/-	9,000/-	9,000/-	9,000/-	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."*