

**MSI: LIST OF DOCUMENTS REQUIRED DURING MANAGEMENT QUOTA COUNSELLING**  
(For **MBA Programme A.Y. 2026-2027**)

Candidate shall bring the following documents for verification:

- i. Undertaking from the candidate counter signed by the parents that “Candidate seeking admission under the Management Quota for **MBA Programme** has not taken admission in any other Institute affiliated to GGS Indraprastha University in these programmes in AY 2026-2027. (Attached as Annexure – B)
- ii. Original Admission Verification Form (Appendix 5 of GGSIPU Brochure 2026-27) and one photocopy self attested.
- iii. Candidate Profile/Confirmation Page (Personal Details) of GGSIPU submitted at the time of form filling (02 Photocopies).
- iv. Original Admit Card of CAT/CMAT/CET/CUET along with one Photocopy (If Original Admit Card is lost, obtain FIR)
- v. CAT/CMAT/CET/CUET Rank proof (02 photocopies)
- vi. 10<sup>th</sup> class marksheet (02 photocopies self attested and original for verification)
- vii. 12<sup>th</sup> class marksheet and Passing/Provisional Certificate(02 photocopies self attested and original for verification)
- viii. Graduation mark sheet (All Semesters)(02 photocopies self attested and original for verification)
- ix. Original Character Certificate and one photocopy self-attested (with date issued by HOD/Principal of School / College) or by the Gazetted Officer (not older than 6 months)
- x. Original Medical Certificate and one photocopy self-attested (Appendix 4 of GGSIPU Brochure 2026-27 signed by MBBS Doctor.
- xi. Original Anti-Ragging Undertaking and one photocopy of each Appendix 6 & 7 of GGSIPU Brochure 2026-27.
- xii. Original Notarized Gap Year affidavit and one photocopy (in case Gap after passing of qualifying exam in 2025 or earlier) notarized on Rs. 10 /- Stamp Paper)
- xiii. Original SC/ST/Defence/PH category certificate for verification along with self-attested photocopies and also bring online document verification certificate issued by GGSIP University for SC/ST/Defence/PH category candidates.
- xiv. 04 – passport size photo of student and one passport size photo of parents (Father & Mother)
- xv. Carry two set of photocopies of all documents (self-attested)

**NOTE: ORIGINAL DOCUMENTS ARE MANDATORY FOR ATTENDING COUNSELLING AND GETTING ADMISSION. WITHOUT ORIGINAL DOCUMENT CANDIDATURE WILL NOT BE CONSIDERED FOR ADMISSION UNDER MANAGEMENT QUOTA**

If the candidate is allotted a seat in the counseling (offline mode) to be held on 12.8.2026 & 13.8.2026 under Management Quota to **MBA programme at Maharaja Surajmal Institute, C-4 Janak Puri, New Delhi 58**, the below mentioned fee to be paid either by:

**a. Demand Draft in favour of “MAHARAJA SURAJMAL INSTITUTE” payable at New Delhi or Online mode (ensure adequate payment limit of online option of credit/debit card, Netbanking, UPI in case of online mode)**

**Fee Amount is as under:**

| Programme  | Annual Fees           |
|------------|-----------------------|
| <b>MBA</b> | <b>Rs.1,88,150.00</b> |

Note: Admission will only be confirmed after depositing the full fees on the spot.  
All admissions will be provisional subject to the approval of GGSIP University

**Director, MSI**