

**ADMISSION BROCHURE  
FOR  
ACADEMIC SESSION 2015-16  
(PART D)**

**COUNSELLING / ADMISSIONS GUIDELINES**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, DELHI - 110078**

**PART - D**

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## CHAPTER- 9: Offline Counselling Procedure

### 9.1 Admission Through First Counselling

#### 9.1.1 Applicable to All Programmes

1. Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed at 5.00 p.m. on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) prior to commencement of counselling. Venue of Counselling & list of institutions along with the intake in the respective programme/s for Academic Session 2015-16 will be notified on the University's Website before the commencement of counselling.
2. The candidates should report at the notified venue, on the scheduled date and time for counselling/admission in-person along with the documents mentioned in the detailed counselling schedule. On reaching the venue, the candidates must mark the Attendance available with the admission officer. Allotment of seats to the candidates will be made only when he/ she attends the counselling session in person.
3. Firstly, the candidates will be called in order of merit/rank, (for M.Tech Programme, the candidates will be called in order of qualified & valid GATE Score/Merit first, and if seats remain vacant, then on the basis of CET merit / rank). The candidates shall have to produce the required documents for verification. Depending upon the merit, the seats will be offered to the candidates as per availability of seat at that point of time. Each candidate will have to choose from/ out of those available when his/her turn comes.
4. Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling) by the candidate. No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip.
5. A candidate who fails to appear in person on the notified venue, date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs.
6. A candidate who is allotted a seat will be required to pay notified fee immediately on the spot at the time of counselling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
7. The students admitted in first counselling would NOT be allowed to change the programme/ institute during the subsequent days of first counselling. However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi, however, this will be subject to availability of vacant seats. No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.  
**Important Note:** The change of programme/ Institute in the specific CET Code during 2nd counselling is applicable for all programmes excepting Medical (PGMC/ SSMC) programmes.
8. The candidates are also advised, in their own interest to check the details of fee paid, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. No representation regarding wrong allotment of seat will be entertained if the candidate leaves the venue without raising any discrepancy and no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.

- Admissions will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on the University Website. Parents/candidates are advised to check the University Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
- The rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.

### 9.1.2 For all programmes other than graduate and post graduate medical programme/CET

- The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only after completion of 2nd counselling for the reserved category in case offline counselling. For online counselling the conversion will be done in the 2nd Round of counselling. No such conversion will be allowed during the 1st counselling. However, while converting the seats during 2nd counselling, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after completing this exercise, the conversion of the reserved category seats to general category shall be effected.
- De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa: In the Offline Counselling, Seats reserved for Outside Delhi ST Category will be converted to Delhi Category and Vice versa during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counseling. Thereafter, seats remaining vacant shall be converted into general category.

### 9.1.3 For MBBS, PGMC & SSMC CET

In addition to the above mentioned points the following procedure will be followed for MBBS, PGMC & SSMC programmes:

- The candidates will be called in the order of merit and shall be offered the seat available at that point of time.
- At the time of reporting for counselling, the candidate shall produce the original certificates and one set of photocopies thereof duly attested by a Gazetted Officer or from Principal of School/College last attended. If the candidate is granted admission, the photocopies of the documents will be retained by the University and the candidate will be required to submit the original documents in the college. The Head of the Institution, where the candidate is admitted shall again verify the original documents to ensure the eligibility of the candidate and the original documents shall be returned to the candidate.
- For additional procedure regarding MBBS, PGMC and SSMC see Chapter 10.

### 9.1.4 PGMC & SSMC

- Any candidate who has already been offered a seat at any institution/college by any admission authority other than GGSIP University will be required to submit a surrender certificate. In case he/she does not do so, the admission authority would reject his request for attending the Counselling.
- A candidate, who is allotted a seat, will be required to pay Rs.27,500/- as the prescribed fee on the spot at the time of counselling. The fee will have to be paid in the form of demand draft drawn in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. If a candidate fails to pay the prescribed fee immediately as the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate present as per the merit list. No part payment or payment through cheque or cash will be accepted under any circumstances.

- (iii) The Candidate who have opted a course and got admission will not be considered for second round of counselling even if he/she has withdrawn his/her admission by due date of withdrawal.

**Note:**

1. The candidate who has taken admission during first counselling in any category will not be allowed to change the category in second counselling.

### 9.1.5 Withdrawal of Admission after First Counselling and Refund of Fees

1. The candidates after getting admission in first counselling will be allowed to withdraw the admissions upto 5.00 p.m. of the dates detailed in the 1st counselling schedule. All the requests for withdrawal of admission in the prescribed performa (which shall be provided as a part of the detailed counselling notification) are to be submitted at the **Reception Counter, Admission Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078.**

A proper receipt for withdrawal will be issued. The candidates will be required to surrender the original Admission Slip issued at the time of Counselling/Admission (BOTH COPIES) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.

2. In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the candidate will be refunded the fee after deduction of Rs.1,000/- for all programmes except graduate and post - graduate medical programmes/CET). **For MBBS programme:** After admission during first counselling, if a student applies for withdrawal of their admission from MBBS as per the specified schedule of first counselling, the fee after deduction of 50% of the entire fee will be refundable.
3. No request for withdrawal of admission will be entertained after 5.00 p.m. of the dates as detailed in the 1st counselling schedule. The fee will refunded only if the application reaches the office of Incharge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078, before the said date and time. A proper receipt will be issued by the office of Admission Branch when the candidate submits his/her application for withdrawal of Admission within prescribed date & time alongwith documents as given in the 1st Counselling schedule. The withdrawal application without the relevant documents will not be entertained. Any withdrawal after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
4. Request of withdrawal of admission shall not be entertained through post/email/fax. Candidates are requested to submit prescribed withdrawal application form with original fee slip at Reception Counter, Admission Branch before the prescribed withdrawal date and time.
5. No representation at later stage will be entertained by the University, where request for withdrawal is submitted in any other branch/office of the university and the request for withdrawal does not reach the office of the **Incharge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078**, before the said date and time.

### **9.3 Procedure for Second Counselling**

#### **9.3.1 Applicable for CETs other than PGMC/SSMC**

1. Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard. It may be noted that the Academic Session of the University shall start on 1st August, 2015.
2. The second counselling will commence from rank one onwards for all categories/programmes and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling against the resultant vacancies.
3. A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn.
4. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
5. Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
6. The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counseling except PGMC & SSMC, within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time, or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.
7. A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/ her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
8. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling. Candidates once enrolled in the University at the end of counselling will not be considered for admission through Management Quota.
9. The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
10. **Open House Counselling:** Counselling on the Open Day will be held only if any seat(s) remains vacant till this date. The said seat(s) will be offered on that day to the qualified candidate(s) in order of merit as per his/her Region provided he/she has not taken admission till then in the concerned programme/CET and has reported for counselling on that day. Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has not taken admission till then in the concerned programme/CET and has reported for counselling on that day.
11. A candidate taking admission in the 2nd Round of Counselling will not be entitled to withdraw the admission. In case a candidate drops out either during 2nd counselling or after taking admission in the second counselling, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second counselling only if he/she intends to pursue the programme.

12. If any vacancy (ies) arises after second counselling due to any reason, the same shall be filled up as per the directives/instructions of the Hon'ble Court(s)/decision of the University/Guidelines of the Govt. of NCT of Delhi.
13. The guidelines of Government of NCT of Delhi on filling up of vacant seats will be notified on the University website.
14. **Management Quota:** Only CET qualified candidates will be considered for admission through Management Quota in self financing affiliated institutions. The eligibility criteria for such candidates will be the same as for those admitted through counselling. The candidates are required to produce the original Admit Card for admission through Management Quota.
15. The list of students on close of admissions after the second counselling shall be treated as final list of admissions and the same shall be displayed on the website of the University ([www.ipu.ac.in](http://www.ipu.ac.in)).
16. The Academic Session would commence w.e.f. 1st August, 2015. All the candidates who get admission in First Counselling must report to their respective Institutes/ University Schools as per schedule to be notified on the University website.

**Note:**

1. It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statutes, Ordinances and Regulations framed there under.
2. All candidates who have taken admission in any programme in 1st/2nd counselling/ must report in the college as per date notified in the University counselling notifications on the University website. Failure to report in University School/College/Institute by the notified date, without proper exemption from University School/College/Institute shall result in automatic cancellation of admission and the fees paid shall be forfeited.
3. For additional procedure regarding MBBS, PGMC and SSMC see Chapter 10.

Note: The last date for all kind of admissions will be 15th August, 2015. For students admitted provisionally under clauses enumerated in the admission brochure, 2015 (admission based on any undertaking / affidavit, wherever permitted), the provisionally admitted students must ensure that they submit the requisite documents to the Institution admitted to on or before 15<sup>th</sup> October, 2015. The Institutions must verify the eligibility of all students and submit a report to the Admissions branch of the University by 20<sup>th</sup> October, 2015. This condition shall be different for MBBS / PGMC and SSMC, and shall be notified separately.

### 9.3.2 Applicable to SSMC

1. The vacancies arising due to drop out, if any, after first Round of Counselling or due to any reason, shall be notified on University website along with Schedule of 2nd Round of Counselling. The second Round of Counselling will be held in the University Campus. The second Round of Counselling will be conducted from rank 1 onwards only for the candidates who have not reported/absent or not opted/ allotted any seat during 1st Round of Counselling, in order of CET:SSMC-2015 Merit/Rank.

### 9.3.3 Waiting List MBBS and SSMC

1. After all the seats are filled-up during second counselling for MBBS & SSMC, a waiting list will be prepared. Candidates of all categories will be called, for getting registered in waiting list in accordance with the schedule notified on the University website for the various Programmes. For registration in this waiting list, the candidates will be required to fill up the Verification Form, preference sheet and deposit Registration Fee in the form of Demand Draft drawn in favour of Registrar, Guru Gobind Singh Indraprastha University.
2. Vacancy, if any, arising after second counselling for MBBS & SSMC programmes shall be filled-up from the waiting list strictly on merit. The last date of filling up of such vacant seats will be as specified in the counselling schedule displayed in the University website, for each programme. Candidates registered in waiting list may be called on a short notice; hence they should keep

all documents & DD etc. ready till the last date as specified in the schedule displayed on the University website.

3. In case the university fails to allot any seat to the candidates registered for the aforesaid waiting list, the registration fee will be refunded as detailed in the table below for the various programmes after deducting a sum of Rs.1,000/- as university processing fee.

### 9.4 Applicable to All CET Codes

1. All admissions are based on the merit list for the respective CET code.
2. Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Court.
3. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure will be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer of the University as may be deemed appropriate by him.
4. Each student admitted to a Degree/Diploma/Certificate course shall strictly submit himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
5. The admission of any admitted student shall be terminated if the student is not regular and absent unauthorizedly/without prior permission.
6. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure shall be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer(not below the rank of a Professor for teaching and not below the rank of a Joint/Deputy Registrar or equivalent) of the University as may be deemed appropriate by him.
7. After 31<sup>st</sup> July, 2015, the vacant seats available in any school of study/institution of the University, shall be filled as per guidelines of the Government of NCT of Delhi and / or policy of the University. Separate Notification in this regard shall be issued by the University.
8. **Management Quota**
9. 10% of the total seats (as per CET Code) will be allocated as management quota seats as per policy of Govt. of NCT of Delhi in self financing institutions. However in University Schools of Study and Government Institutions there shall be no Management Quota.
10. Admissions through Management Quota shall be done by respective colleges before 31st July 2015 as per schedule to be notified by the University.
11. A candidate, who has taken admission through online / offline counselling or in the Spot / open Counselling, shall not be eligible for admission in Management Quota Seats.
12. If any candidate, who is admitted in Round 01 and Round 02 of online or in the first offline counselling wishes to opt for Management Quota, he/she should withdraw his/her admission within the specified date and time as detailed later.



## **CHAPTER- 10:MBBS, PGMC and SSMC Admission Information**

In additions to the applicable rules enumerated in Chapter - 8 of this document, the following rules shall apply for the MBBS, PGMC and SSMC CETs.

### **10.1 Applicable to MBBS CET**

1. Students admitted during 1st counselling must report at the respective Colleges within two working days of admission. The Academic Session, however, will commence from 01.08.2015. The admission of the candidate, who fails to report latest by 08.08.2015, may be cancelled on the recommendation of Dean / Principal / HOD of the concerned college.
2. Candidates selected for admission to the MBBS programme after verification of their eligibility and offered admission should bring the following original certificates / testimonials / documents at the time of reporting to the College:
  - i. Certificate of having passed the 10+2 or equivalent examination, showing the subjects offered by him/her in the examination.
  - ii. Certificate from the Board from which he/she passed the High School/Higher Secondary Examination, showing his/her date of birth.
  - iii. Certificate/Marksheet from the Board from which he/she passed the 10+2 or equivalent examination showing that he/she has secured 50% or more marks (40 % in case of SC/ST candidates) in aggregate in Physics, Chemistry and Biology and pass in the subject of English (Core or Elective or Functional).
  - iv. Migration Certificate from the University/Board last attended by him/her.
  - v. Certificate from the prescribed authority showing that he/she belongs to a Schedules Caste/ Scheduled Tribe/OBC category. (Applicable only to candidates belonging to Scheduled Caste/ Scheduled Tribe/OBC category).
  - vi. Any other document as may be asked for by the University/College.
3. MEDICAL EXAMINATION
  - i. The selected candidates will have to undergo medical examination by a duly constituted Medical Board of the respective Colleges. Only those, who are certified to be medically fit by the Board will be admitted. If, in the assessment of the Medical Board, a candidate is found medically unfit for admission to the course, his/her candidature will be rejected and the decision of the Board shall be final. In that case, in his/her place, next candidate in order of merit (from the witing list to be prepared after second counselling)will be admitted.
  - ii. Any rejection on medical ground may be communicated by the respective Colleges to the University latest by 25.07.2015.
4. The Student would undergo the course on full-time basis, no private practice, part-time job, being permissible during the duration of the course.

### **10.2 Applicable to PGMC & SSMC**

1. Salary in lieu of the training period will only be payable for the regular duration.
2. Each student admitted to a Post Graduate Degree/Diploma course shall strictly submit himself/ herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
3. The Student would undergo the course on full-time basis, no private practice, part-time job, being permissible during the duration of the course.
4. University can remove the name of the student from the rolls in case his/her work or conduct is reported to be not satisfactory by the Supervisor/Head of the Department/Head of the Institution. An undertaking to this effect should be obtained from the student at the time of admission.
5. The admission will be terminated if the student is not regular and absent unauthorizedly/without prior permission.

6. All admissions granted at the time of Counselling are provisional, subject to medical fitness and fulfillment of all eligibility conditions by the admitted candidates.
7. The candidate admitted to a particular course will be required to report immediately after admission for medical examination.
8. The head of the concerned institution shall forward the joining report of all admitted candidates to Incharge (Admissions), Guru Gobind Singh Indraprastha University, complete in all respects within the stipulated time.

### **10.3 Applicable to PGMC CET Only**

Pursuant to the directions by Hon'ble High Court of Delhi in the Writ Petition (C) No. 3043/2014, titled "Dr. Sandeep Dhama vs State & Anr", the University procedure for admission to Post Graduate Medical Course is enumerated below. However, the candidates will be requested to visit the University website regularly for other details of counselling for PGMC programme.

1. The University shall conduct three rounds of counselling for admission to PG Medical Degree/Diploma courses in the Academic Session 2015-16. Round 1 and Round 2 will be for the seats reserved for State Quota, received from DGHS; Round 3 will be conducted for the seats filling up seats reverted from AIQ/Other vacant State Quota Seats in addition to balance unallotted seats from Round 1 and Round 2.
2. Round 1 and Round 2 will have two phases:
  - i. Registration for Participation and Verification of Documents and
  - ii. Seat Allotment.
3. Detailed procedure for Round 1, Round 2 and Round 3 is enumerated below:-
  - i. All the CET qualified candidates will present themselves for Registration for Participation and Verification of documents, in person, on the scheduled date and time, to be notified by the University.
  - ii. This Registration for Participation will be valid for first and second counselling together. In no case, a candidate will be allowed to participate in the 'Seat Allotment' in Round 1 and Round 2 unless he/she had registered for participation for these rounds and got his/her documents verified.
  - iii. For participating in Round 1 and Round 2, the candidate will register themselves at the beginning of the counselling, to be notified by the University; whereas for participation in the Round 3, no such condition applies and any student who has not registered himself/herself can participate as per the guidelines to be notified by the University.
4. **First Counselling:**
  - i. The candidates, who have passed MBBS from the affiliated medical colleges of Guru Gobind Singh Indraprastha University and have also qualified CET exam conducted by GGSIPU in 2015, will be called in the order of merit for first counselling for admission in Post Graduate Medical Degree / Diploma Courses (PGMC) counselling /admission for the academic session 2015-16. The allotment of seats in PGMC during first counselling for the candidates who will be called will be done on the basis of 200 roster point subject to the fulfilling of all eligibilities condition by the candidates as laid down by the University.
  - ii. At the time of allotment of seats 200 points roster will be followed in order of CET merit. The specific Roster point will be used to call the candidate of that particular category and all the seats at that point of time will be offered to the candidate in all the institutes. This year, the Roster point will be operated from the next point on which the admission was closed during the last year. Further, in subsequent years, the Roster will be operated from the next point on which the admission would close during this year preceding year.
  - iii. Since the Roster points cannot be left blank, the conversion of seat of a category will be done during the first counselling itself. At the end of first counselling, if any seat remains vacant in any particular category for want of eligible candidate in that category, the seat will be converted as per the standard procedure of Govt. of India, which is as below :

- iv. While converting the seats, any unfilled seats reserved for ST category will be offered to SC category and vice versa and only after completing this exercise, the conversion of the reserved category seats to general category shall be effected. The OBC seats shall be converted to General Category after exhausting the merit list of the OBC category. It will be ensured that conversion of any seat shall be done only when all the eligible candidates have been offered that seat.

**5. Second Counselling:**

- i. The vacancies arising due to withdrawals from the candidates, who have taken admission during the First Counselling, and/or on account of non-joining of the allotted college by the candidates after the first round of counselling, shall be notified along with the Schedule of 2nd round of Counselling. The Second Counselling will be held in the University.

**ii. Calculation of Vacant Seats**

Further, the calculation of the vacant seats, to be filled in second round of counseling will be as below:

- (a) Seats falling vacant due to Withdrawals from the candidates, who had taken admission during first counselling, by the stipulated date and in a prescribed form;
- (b) The candidates who had secured admission during the first counselling, paid the fees in the University, reported in the College but did not join by the stipulated date, will be considered as a Vacant Seat. The respective medical college will give in writing by a stipulated date to be notified by the University, to the University about such vacant seats to be considered as a 'vacancy' to be filled during second round of counselling.
- (c) Unallotted seats of first counselling.

**iii. Who is Eligible for Second Counselling?**

The second counselling shall be open to only those candidates who had registered themselves. Registered Candidate, who had not opted or allotted any seat during the first counselling shall be eligible to participate in the second counselling. Those candidates, who registered themselves but were absent on the day of Seat Allotment during the first counselling will also be eligible for second counselling.

**iv. Who is NOT Eligible for Second Counselling?**

Those candidates who were allotted seats but due to any reason arising out of their act, a vacancy arises i.e. withdrawn or did not join.

- v. In case, no vacancy arises on account of withdrawal or otherwise as explained above, after the first counselling, the second counselling will be conducted only for the candidates who had registered but were absent or not opted / allotted any seat during the first counselling in the order of CET merit / rank and only the left over seats of first counselling will be offered to such candidates. The second counselling will start from the next roster point, at which first counselling was closed.

- vi. In case of vacancy arises on account of withdrawal or otherwise after the first counselling, the following procedure will be adopted.

"From the allotted seats, from whatever roster point, the vacancy has arisen, in any particular category, then the seat shall be offered to the same category eligible candidate merit rank-wise till all eligible candidates of that category are exhausted, after which the conversion of seat shall be done as per GOI rules."

In this procedure, second counselling will start from the roster point at which the first withdrawal comes from.

**6. Third Counselling**

- i. In compliance of the Hon'ble Supreme Court of India's order dated 14/03/2014, the University will conduct third counselling.

- ii. Any additional seats intake sanctioned by the University if any or transferred from All India Quota / other State Quota, will be made in 3rd counselling.
- iii. All the CET qualified candidates shall be allowed to participate in third counselling in order of merit irrespective of facts candidates was admitted thorough 1st / 2nd Counselling or not. (It includes withdrawal / reported or not reported candidates also).
- iv. 3rd counselling will be final counselling and there will not be any further counselling of admission in PGMC during 2015-16.
- v. The 3rd counselling will start from next roster point at which 2nd counselling was closed.
- vi. As directed by Hon'ble Supreme Court, All India vacant seats will be transferred to state quota.
- vii. This process will cater absorbing all additional seat intake as and when available either by the University or transferred from All India Quota. This process will not lead to rank violation.
- viii. There will be no waiting list because all the candidates will be called in the third round of counselling, irrespective of their status of admission; whether admitted or not admitted.

## **CHAPTER- 11: Online Counselling Procedure**

The online counselling for academic session 2015-16 will be conducted for the following twelve programmes:

- i. B. Tech (CET Code 131)
- ii. BBA (CET Code 125)
- iii. BCA (CET Code 114)
- iv. B. Com (H) (CET Code 146)
- v. BJMC (CET Code 126)
- vi. B.A. LLB (Integrated)/BBA LLB(Integrated) (CET Code 121)
- vii. B. Ed/ B. Ed (Spl Ed) (CET Code 122)

**Note:** The counselling for B. Ed will be conducted online however, counselling for B. Ed (Spl Ed) will be held offline in GGSIP University Campus only. Separate schedule for the same will be notified.

- viii. MBA (CET Code 101)
- ix. MCA (CET Code 105)
- x. L.E to B. Tech (Diploma Holders) (CET Code 128)
- xi. L.E to B. Tech (B. Sc. Graduates) (CET Code 129)
- xii. BAMS/BHMS/BPT/BPO/B.Sc (MLT)/BASLP (CET Code 124)

### **11.1 General Instructions**

1. The detailed instructions about the online counselling, User Manual, FAQs shall be available on the University website [www.ipu.ac.in](http://www.ipu.ac.in) & [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in). Candidates are advised to go through the details thoroughly at these sites before registration. This information shall be available before the start of the online counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.
2. The candidates must read the conditions of eligibility as given in the Admission Brochure carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the fees.
3. It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes they seek admission; the correctness of the details filled with respect to region; category or any other such details for allotment of seat. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or untrue the admission to the programme shall be cancelled and the fees will be forfeited.
4. In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for submission of online application during the last minute.
5. The rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.

### **11.2 Submission of Counselling Participation Fees**

1. Candidate has to deposit Rs 1000/- as one time (non refundable) Counselling Participation Fee, as per the schedule for each CET Code.
2. For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <http://www.ipuadmissions.nic.in> and select the option for "payment of counselling participation fee", enter CET details viz CET Roll No, Date of Birth and Mobile Number.
3. After submission of the details as mentioned in para 2, the candidate will get two options of payment:
  - i. Cash payment (challan will be generated and fee may be deposited through cash in any

- branch of Indian Bank)
- ii. Net Banking /Credit Card and Debit Card.
4. The candidates are required to check the status of fee payment on the website (<http://www.ipuadmissions.nic.in>) and must take the printout of online fee confirmation receipt with the transaction details, to be retained for all future reference. In case of payment of fee through Challan, the candidate must retain the copy of the Challan after depositing the fees.
  5. Candidates are advised in their own interest to complete the process of fee submission online much before the closing date and not to wait till the last minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet/website.
  6. If the fee is paid through credit/debit card and status is not 'OK', it means the transaction got cancelled and the amount will be refunded to concerned credit/debit card. Such candidates have to pay the fee once again.
  7. In case of any problem regarding payment of fees, non availability of fee confirmation receipt on the website within the specified time as mentioned in point 4, candidate can contact Helpdesk of University to resolve the issue.
  8. **Submission of registration fees is just a part of the counselling process, just payment of this fees does not entitle the candidate to admission.**

### **11.3 Registration**

1. After confirmation of receipt of the Counselling Participation Fee, for the specific CET code for which the candidate has qualified and paid the fees, candidate has to register within the Registration period notified on the website.
2. In case of Payment of Fee through Challan, candidate can register only after two working days of cash deposited in any branch of Indian Bank.
3. For Registration, candidate has to enter CET details in the admission website (<http://www.ipuadmissions.nic.in>) and after authentication, the candidate has to enter his/her personal /academic /contact details (with address, mobile no. & email ID).
4. During the Registration process, the candidate will get log in ID and password.
5. It is in the interest of the candidate to remember the password and keep it confidential, to avoid misuse by others for which University will not be responsible.
6. **Change password:** The candidates can also change the password if required using the change Password menu.
7. In case the candidate has problems in registration or fails to register, he/she needs to report in person to the Helpdesk of the University with the relevant proof of depositing the Counselling Participation Fee before the end of the Registration period.
8. **Editing Registration Details:** Candidates can amend/edit the registration details filled in the registration form by choosing "Edit Details" option from the menu within the specified period of registration.
9. Candidates are advised to check all the filled in details before taking the print out.
10. All candidates must take two print outs of the Registration Form. One must be submitted at the time of document verification and the other to be retained by the candidate for all future reference.

### **11.4 Choice Filling**

1. Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
2. After registration, candidate has to fill choices for allotment, from the list of all possible combinations of all institutes and courses available, in the order of his/her preference, during the choice filling period.
3. Once the period for filling of choices/preferences is over, choices/preferences filled by

candidate will be used for allotment of seat.

4. Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting the desirable seat. For the benefit of the candidates, the stream-wise and institute-wise and rank-wise Admission Rank cut off data is available on University Website and as relevant link in [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in).
5. From previous experiences, it has been noted that some candidates fill up very few / limited number of choices, may result in non allotment of seat during seat allotment. Therefore it is once again advised that the candidates should fill as many choices as possible to ensure that they have better chances of allotment of seat.
6. Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent round of counselling.
7. The candidates are also advised to fill choices/preferences, then save the same and then take the print out of the saved choices/preferences to be retained for future reference.

### **11.5 Document Verification for Reserved Category Candidates including Minority**

1. After registration, it is mandatory for all candidates, who have registered in any Reserved Category, (SC/ST/DEF (PriorityVI)/PH/JKM/Sikh/Muslim/Jain Minority), excepting OBC, to report physically at the Designated Centres of the GGSIP University (list of designated centres shall be uploaded on the university website before the start of the counselling) for Verification of Documents as per schedule that shall be notified on the University website before the start of counselling.
2. Candidates who have registered claiming reservation in OBC category shall report only after allotment of seat in Round 01/02 at the Designated Centres (list of designated centres shall be uploaded on the website before the start of the counselling) of the GGSIP University as per schedule that shall be notified on the University website before the start of counselling.
3. The Reserved Category candidates in Defence category, priority I to V, will have to visit the GGSIP University Campus for Document verification as per the schedule notified on the University website before the start of counselling.
4. The candidates, who fail to report at any of the Designated Centres of the University /University Campus, as per the list uploaded on the website, will not be considered in the respective category and shall have to forego the right for claiming reservation for admission in the respective category. Such candidates, who have not reported for verification of documents in the reserved category in the Designated Centres/University Campus, shall be considered for allotment of seat only in the General category.

### **11.6 Result / Allocation of Seats in Round 01**

1. After the choice filling period is over, all the choices/preferences filled by the candidate will be considered for online allotment of seat as per merit and respective category and region.
2. All such candidates, as listed below, will not be considered for allotment of seat:
  - i. Candidates who have not paid the counselling participation fee,
  - ii. Paid the counselling participation fee but not registered,
  - iii. Paid the counselling participation fee and registered but not filled choices/preferences.
3. Result can be checked by the candidate through his/her account login given during the registration process.
4. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
5. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.
6. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 40,000/- to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not

- be considered further for any subsequent round of online counselling, even if he wishes to.
7. Candidate can pay the admission fee against the provisionally allotted seat by any of two options which are same as in case of the Counselling Participation Fee.
    - i. Through Cash (challan will be generated and fee may be deposited through cash in any branch of Indian Bank)
    - ii. Through Net Banking/Credit Card/Debit Card.
  8. Candidate can print Admission Fee Receipt, immediately after payment of part Academic Fee of Rs 40,000/- in case of option 7 (ii) and after two working days in case of option 7 (i).
  9. The option of printing the Academic fee receipt will be available only for the respective round within the specified period and the record will not be available in the subsequent round of online counselling.
  10. In case the fee receipt is not available on the website within the specified time as mentioned in point 8, candidate is advised to contact Helpdesk of University to resolve the issue.

### ***11.7 Reporting of Candidates to the designated Centres of the University after Round 01***

1. After allotment of seat in Round 01, all allotted candidates are required to report in person at the Designated Centres of the GGSIP University for admission, along with academic fee receipt and the original documents/testimonials/ certificates and the necessary record of verification of reserved category, as per the schedule notified on the University website.
2. Candidates who fail to report at the Designated Centres of the GGSIP University for admission will have no claim to the allotted seat and the seat will be offered to other candidates for allotment in the subsequent round of counselling. Moreover, such candidates forfeit the right to participate in further round of counselling except "spot counselling". The part Academic Fee of Rs. 40,000/- of such candidates would be forfeited.

### ***11.8 Freezing of Alloted Seat after Round 01***

1. After the first round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted seat by clicking the freeze option available in his/her account in the counselling website within the specified time period.
2. If the candidate does not freeze the allotted seat, the next higher preference may be allotted to him/her automatically in the next round subject to availability of seats, and the candidate will not be allowed to retain the earlier allotment under any circumstances.

### ***11.9 Withdrawal and Fee Refund after Round 01***

1. After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure.
2. After withdrawal of admission and refund of fees, the candidates will not be considered in the subsequent round of online counselling except "Spot Counselling".
3. All candidates who have withdrawn, freed their seat, not paid the Part Academic Fee of Rs. 40,000/- and who do not fulfill the eligibility criteria, will not be participating in the subsequent round of online counselling and the vacancies with respect to such candidates will be considered for allotment of seat in Round 02.



### **11.10 Result / Allotment / Reporting Round 02**

1. candidates for allotment of seat - round 02:
  - i. Candidates who have registered filled choices and not allotted seat in round 01;
  - ii. Candidates, who have been allotted seat in round 01, paid the part Academic Fees, reported at the Designated Centres for admission and not withdrawn from the allotted seat or frozen the allotted seat.

All such eligible candidates will be considered automatically for the further round of counselling, and his allotted seat may get upgraded/retained as per the candidates preferred choices and their CET merit.
2. After result of round 01, candidates will be given the opportunity to edit/modify/add/delete preferences for the subsequent round of online counselling.
3. Allotment of seat in round 02 of online counselling will be based on the preferences/ choices of the candidates, the merit and respective category and region. Subsequently, if any seat remains vacant, the categories and regions will be converted as per the conversion rules laid down in the Admission Brochure of the University.
4. The seat, if already allotted to a candidate in the previous round, will be retained, if the candidate does not get allotment as per the amended choices/preferences.
5. **Upgradation of allotted seat:** The candidate's allotted seat may get upgraded to the next higher preference/choice automatically in the next round of online counselling, subject to availability of seats and the merit.
6. The candidate will not be allowed to retain his previous choice once he is upgraded in his choices/preferences in the next round, under any circumstances.
7. All candidates who have got upgraded/allotted new seat of higher preferences/ choices must take a fresh print out of the Provisional Allotment Letter and Academic Fee Receipt with the amended name of institute/college generated automatically online.
8. **Payment of Part Academic Fee of Rs 40,000/-:** All candidates who have been allotted seat in Round 02 only, will have to pay the Part Academic Fee of Rs 40,000/- to confirm the allotment, failing which, the candidate will lose any claim to the allotted seat.
9. **Reporting of Candidates at the Designated Centres of the GGSIP University:** After allotment of seat in Round 02 and payment of Part Academic Fee of Rs 40,000/- the candidates are required to report in person at the Designated Centres of the GGSIP University for admission, along with academic fee receipt and the original documents/testimonials/certificates and the necessary record of verification of reserved category, as per the schedule notified on the University website.
10. If the candidates, are already allotted in round 01, and have reported already after allotment of seat in round 01, need not report again.
11. Candidates who fail to report at the Designated Centres of the GGSIP University for admission will have no claim to the allotted seat and the seat will be offered for allotment in the Spot Counselling.
12. **Withdrawal of admission and refund of part Academic Fee of Rs. 40,000/-:** After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure.
13. Candidates who were allotted seat in round 01 and had paid the part Academic Fee of Rs. 40,000/- can also withdraw the admission following the online withdrawal procedure.
14. Any withdrawal after the notified schedule will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
15. Request for withdrawal of admission will not be entertained through post/email. Candidates are requested to strictly adhere to the online withdrawal policy within the specified schedule for withdrawal.
16. All such cases who have withdrawn or not paid the part Academic Fee of Rs. 40,000/-, will be treated as "not admitted" candidates.

### ***11.11 Reporting of candidates to the allotted institute/college:***

1. After the final round of online seat allotment, the candidate, if allotted a seat/retained the seat from earlier allotment/upgraded to higher choices/preferences, and if he/she has made the payment of part Academic Fee of Rs 40,000/-, he can generate Provisional Admission Slip along with the Enrolment number.
2. The Candidate are required to report and join the respective School/college with the Admission Slip, the Provisional Allotment Letter, the Academic Fee Receipt and the necessary record of having reported for verification of documents at the Designated Centres, as per schedule notified on the website, failing which the admission shall be automatically cancelled and the fees paid shall be forfeited.

### ***11.12 Spot Counselling***

1. After Round 01 and round 02 of online counselling 'Spot Counselling' shall be done offline.
2. Any CET qualified candidates who have not taken admission in round 01 and round 02 of Online counselling will be eligible to participate in the spot counselling, against the available vacant seat.
3. The candidates who are allotted seat in round 01 and round 02 of online counselling and have paid the part Academic Fee of Rs 40,000/- to confirm admission in any institute/ college will be treated as "admitted" at the time of Spot Counselling would not be eligible to participate in the Spot Counselling.
4. Any candidate, who was admitted in any round and subsequently withdrawn will be eligible to participate in the Spot Counselling.
5. All "not admitted" candidates will be eligible to participate in the Spot Counselling.
6. Candidates will be eligible to withdraw after first and second round of online counselling only. There will be no withdrawal of admission and refund of fees for the candidates who will take admission in Spot counselling.



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