



# Guru Gobind Singh Indraprastha University

Sec 16 C Dwarka New Delhi 110078

F.No. IPU-7/JR (Acad.) Schedule of Counselling /BBA (Gp)/966

Dated: 19/8/2012

## NOTIFICATION

Schedule of 2<sup>nd</sup> Counselling/Admission Session 2012-13

BBA/BBA(CAM)/BBA(B&I)/BBA(T&TM)/BBA(MOM) Programme (CET Code - 125)

Venue of Counselling: Guru Gobind Singh Indraprastha University,  
Sec 16 C Dwarka New Delhi 110078

1. The candidates, whose names have appeared in the list of qualified candidates, drawn on the basis of CET-2012 CET Code-125 for the session 2012-13, shall report **IN PERSON** for counselling on the scheduled date and time mentioned below as per their Category and Rank.

Date	Category of Candidates	Time
22.08.2012	All qualified candidates seeking admission against reserved for Delhi And Outside Delhi ST CATEGORY.	09:30 a.m.
	All qualified candidates seeking admission against reserved for Delhi And Outside Delhi SC CATEGORY from Rank 1 to 6000	10:30 noon
	Rank 6001 to 12000	12:00 noon.
	Rank 12001 to 18000	02:00 p.m.
	Rank 18001 onwards	04:00 p.m.
23.08.2012	All qualified candidates seeking admission against reserved for Delhi And Outside Delhi PH CATEGORY.	09:30 a.m.
	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY I, II, III AND IV AND V.	10:30 a.m.
	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY VI (From Rank 1 to 6741).	02:00 p.m.
24.08.2012	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY VI (From Rank 6742 to 12217)	09:30 a.m.
	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY VI. (From Rank 12218 to 15078)	12:00 noon
	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY VI (From Rank 15079 onwards)	02:00 p.m.
	All qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi DEFENCE CATEGORY PRIORITY VII. (From Rank 1 onwards)	04:00 p.m.
25.08.2012	All qualified candidates seeking admission against Seats available for DELHI OBC REGION as per Rank 1 to 6000 (subject to availability of seats) (OBC Seats are available only in government institutes)	09:30 a.m.
	Rank 6001 to 12000 (subject to availability of seats) (OBC Seats are available only in government institutes)	11:30 p.m.
	Rank 12001 to 18000 (subject to availability of seats) (OBC Seats are available only in government institutes)	02:00 p.m.
	Rank 18000 onwards (subject to availability of seats) (OBC Seats are available only in government institutes)	04:00 p.m.

Date	Category of Candidates	Time
27.08.2012	All qualified candidates seeking admission against Seats available for <b>Outside Delhi</b> And Delhi <b>GENERAL CATEGORY</b> as per Rank Below:	09:30 a.m.
	Rank 1 to 500	02:00 p.m.
28.08.2012	Rank 501 to 1000	09:30 a.m.
	Rank 1001 to 1500	02:00 p.m.
29.08.2012	Rank 1501 to 2000	09:30 a.m.
	Rank 2001 to 2500	02:00 p.m.
30.08.2012	Rank 2501 to 3000	09:30 a.m.
	Rank 3001 to 3500	02:00 p.m.
31.08.2012	Rank 3501 to 4500	09:30 a.m.
	Rank 4501 to 5000	02:00 p.m.
01.09.2012	Rank 5001 to 5500	09:30 a.m.
	Rank 5501 to 6000	02:00 p.m.
03.09.2012	Rank 6001 to 6500	09:30 a.m.
	Rank 6501 to 7000	02:00 p.m.
04.09.2012	Rank 7001 to 7500	09:30 a.m.
	Rank 7501 to 8000	02:00 p.m.
05.09.2012	Rank 8001 to 8500	09:30 a.m.
	Rank 8501 to 9000	02:00 p.m.
06.09.2012	Rank 9001 to 9500	09:30 a.m.
	Rank 9501 to 10000	02:00 p.m.
07.09.2012	Rank 10001 to 10500	09:30 a.m.
	Rank 10501 to 11000	02:00 p.m.
08.09.2012	Rank 11001 to 11500	09:30 a.m.
	Rank 11501 to 12000	02:00 p.m.
10.09.2012	Rank 12001 to 12400	09:30 a.m.
	Rank 12401 to 12800	02:00 p.m.
11.09.2012	Rank 12801 to 13200	09:30 a.m.
	Rank 13201 to 13600	02:00 p.m.
12.09.2012	Rank 13601 to 14000	09:30 a.m.
	Rank 14001 to 14400	02:00 p.m.
13.09.2012	Rank 14401 to 14800	09:30 a.m.
	Rank 14801 to 15200	02:00 p.m.
14.09.2012	Rank 15201 to 15600	09:30 a.m.
	Rank 15601 to 16000	02:00 p.m.
15.09.2012	Rank 16001 to 16400	09:30 a.m.
	Rank 16401 to 16800	02:00 p.m.
17.09.2012	Rank 16801 to 17200	09:30 a.m.
	Rank 17201 to 17600	02:00 p.m.
18.09.2012	Rank 17601 to 18000	09:30 a.m.
	Rank 18000 onwards Open House Counselling	02:00 p.m.

**COUNSELLING/ADMISSION WILL STOP WHEN THE SEATS GET FILLED UP**

Note: The candidates belonging to **Defence Category** are hereby directed to bring all necessary documents (in original) and a copy of the same duly attested, for claiming reservation benefits. Further, the candidates seeking admission under **Defence category** are advised to bring the following documents in original and a copy of the same duly attested as applicable along with ink signed copy of the Appendix: 14 as given in Admission Brochure II for the session 2012-13. The reservation under Defence Category will be in the following order of priority:

1. Widows/Wards of Defence Personnel killed in action (**proof in original**).

2. Wards of serving personnel and ex-servicemen disabled in action (Original disability certificate clearly indicating the disability is attributable to Military Services).
3. Widows/wards of Defence personnel who died in peace-time with death attributable to military service (Original death certificate clearly indicating the cause of death is attributable to Military Services).
4. Wards of Defence Personnel disabled in peace-time with disability attributable to military service (Original disability certificate clearly indicating the disability is attributable to Military Services).
5. Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Award (proof in original).
6. Wards of ex-servicemen (Original ex-servicemen Identity Card/ discharge book/ PPO).

**2. Document(s) required at the time of Counselling/Admission.**

- (a) The Candidates will bring all the original certificates of qualifying examination i.e. 10<sup>th</sup>, 12<sup>th</sup> class (Mark Sheets and Certificates). A photocopy of the original certificates will also be produced which will be retained by the University. In the absence of mandatory documents of proof for eligibility the candidates will not be allowed to attend the counselling.
- (b) Bank Draft(s) of requisite fee (Rs.40, 000/- Forty Thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. The candidate will write his name, date of admission, phone, mobile No., name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s)

**For details refer chapter 13(4) of the Admission Brochure-II, 2012-13**

- (c) Filled-in Admission Verification Form as per Appendix 12, of the Admission Brochure-II 2012-13.
- (d) Preference Sheet as per Appendix 13, of the Admission Brochure-II, 2012-13.
- (e) Admit Card of CET-2012 (Original).
- (f) Proof of date of birth (Secondary School Marks Sheet & Certificate) (Original and Photocopy).
- (g) Certificate and Mark Sheet of the 12<sup>th</sup> class examination issued by the Board should also be produced (Original and Photocopy).
- (h) In case of students who have passed the qualifying examination through distance/ open education system of any recognized University/ board/ institution, the necessary documentary evidence related to location of his/her study centre i.e. study centre proof, certificate from the University imparting open/distance education certifying the location of the study centre. Please read the Admission Brochure.
- (i) SC/ST/OBC/Physically Handicapped/Defence Category/Kashmiri Migrants Certificate(s) whichever applicable, on the basis of which reservation is claimed (Original and One Photocopy). As given in Admission Brochures-II should be used.
- (j) The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST/DOBC category then he has to bring SC/ST/OBC certificate issued by the Govt. of NCT of Delhi and also should have passed his/her qualifying exam from Delhi.
- (k) ~~Conduct and Character Certificate~~ its original from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (Original), not more than 6 (Six) months old.
- (l) Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as give in Appendix 4 (Original).
- (m) Affidavit on non-judicial stamp paper of Rs. 10/- (Rupees Ten) for seeking provisional admission only in case the result of qualifying examination is yet to be declared, as per Appendix 3.
- (n) Application regarding age relaxation (if necessary).

**Notes:-**

- a. The Original Certificates (except the admit card, medical certificate & Character Certificate) will be returned to the candidates after verification. The photocopies of these certificates, admit card (in original), medical certificate (in original) & Character Certificate (in original) shall be retained.

- b. In case any of the above document(s) is/are in any language other than Hindi/English, then authentic translation in English/Hindi shall have to be produced duly verified by the issuing institution/gazetted officer/(original and photocopy) by the candidate at the time of Counselling/ Admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission by the Admission Officer, for which only the candidate will be responsible.
- c. In case the Degree/Certificate has been obtained from some University/Board of any other country then an equivalence certificate must be obtained from Association of Indian Universities (AIU) New Delhi prior to attending the counselling.
- d. For the candidate seeking Admission under reserved category i.e. Schedule Caste/Schedule Tribe/OBC certificate, wherever applicable. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. In case any candidate claims for the seat reserved for DSC/DST/DOBC category than he has to bring SC/ST/OBC certificate issued by the Govt. of NCT of Delhi from the authorities competent to issue the same. The reservation certificate should be in the name of the candidate seeking admission. The reservation certificate in the name either of parents (Father/Mother) is not acceptable. The name and other particulars in the reservation certificate should be identical to that in CET form as well as in the 10<sup>th</sup> & 12<sup>th</sup> class certificates. Any variation in the name or other particulars in reserve category certificate may lead to refusal for admission by admission officer in the reserved category. In absence of reserved category certificate, the candidate will not be entitled for any provisional admission in reserved category on the basis of any undertaking.

**Notes:-**

- (a) The required certificate(s) for reserved categories/classes will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of the candidate himself/herself and not in favour of respective parents/guardians.
- (b) In case of married woman applying to any course under reserved category has to produce the caste certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. *It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before filling-up the verification slip at the time of Counselling/allocation of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2012-13. If it is found at any stage during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.*
4. **Fee Structure #**

S. No	Programme	Amount payable at the time of Counselling/Admission
1.	BBA/BBA(CAM)/BBA(B&I)/BBA(T&TM)/BBA(MOM)	Rs. 40,000/- (Rupees Forty Thousand only)

*# The Institute are further allowed to charge Rs.1000/- per student per annum as Students Activity fee and Rs.5000/- (one time payment-refundable) as Security Deposit over & above the Total Fee Payable (upto 31<sup>st</sup> August, 2012). Further, institute wise additional fee to be paid in the respective institutes is detailed in chapter 13 (para 11) of Admission Brochure-II for the session 2012-13. The candidates are advised to submit balance fees in the concerned institute/college, which he/she got admission.*

*Note: - Those candidates who wish to change their Institute/Stream in the 2<sup>nd</sup> counselling are advised to pay the additional fee in the concerned institutes, only after their admission in 2<sup>nd</sup> counselling is completed.*

**6. Seat Allocation**

For Reservation and Conversion of reserve seats: Please refer Chapter 12 of Admission Brochure-II, 2012-13.

**7. Procedure for 2<sup>nd</sup> Counselling:-**

- a. A candidate, who has taken admission at the time of 1<sup>st</sup> counselling, and then he / she withdraws his/her admission will not be considered for admission in the 2<sup>nd</sup> counselling.
- b. 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 as per their rank.
- c. 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. 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 provided he/she had not taken admission earlier.
- d. A candidate who has taken admission in the 1<sup>st</sup> counselling but reports late on the scheduled date and time of 2<sup>nd</sup> counselling and where ranks lower than his rank have been offered the choice of change of 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.
- e. The students who take admission in first counselling would be allowed to exercise the option to change the programmes/institute in the second counselling within the ambit of the programmes/institutions included in the specific Test Code after depositing an additional sum of Rs.5, 000/- in 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 date and time. If he/she does not report on the scheduled date and time, then the right of change of programme/institute shall be forfeited and he/she will not be allowed to exercise this option 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. Category change will also not be allowed in 2<sup>nd</sup> counselling.
- f. Admission 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 University's Website. Parents/candidates are advised to check University's 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.
- g. A candidate, who fails to exercise the option in person during 2<sup>nd</sup> 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.
- h. Further, the students, who have been admitted during 1<sup>st</sup> counselling in any category, will not be allowed to change their category in 2<sup>nd</sup> counselling.
- i. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2<sup>nd</sup> 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.
- j. The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Provisionally admitted candidates are further advised to carefully check suffix (p) to their enrolment number printed in the Admission Slip.
- k. The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only during the 2<sup>nd</sup> Counselling. While converting the seats during 2<sup>nd</sup> counselling, any unfilled seat 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.

**8. 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 this 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 this programme and has reported for counselling on this 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 this programme and has reported for counselling on this day.

- a. The rest of the procedure for Second Counselling shall remain the same as for the first counselling.
- b. In case a candidate drops out after taking admission in the second counselling or thereafter, 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.

**9. Withdrawal of Admission during/after 2<sup>nd</sup> counselling.**

No request for withdrawal of admission will be entertained of the students admitted in 2<sup>nd</sup> counselling. Any dropout/cancellation during/after 2<sup>nd</sup> counselling will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.

**10. All the candidates who get admission in the 2nd counselling, shall report to their respective Institutions/University Schools on the day following the day of the admission, if the admission is granted after 1st August, 2012.**

**11. Candidates once enrolled in the University during of 2<sup>nd</sup> counselling will not be considered for admission through Management Quota.**

  
(Col. P. K. Upmanyu)  
Joint Registrar (Academic)

**Copy to:**

1. Controller of Finance, GGSIP University, for information.
2. Controller of Examination, GGSIP University, for information
3. All Admission Officer(s)/officials for information.
4. Assistant Registrar (Store) GGSIP University.
5. Assistant Registrar (Estate & Security), GGSIP University with the request for deployment of security guards at counselling venues.
6. Finance Officer, GGSIP University with the request to depute an official for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
7. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
8. Assistant Registrar, VC Secretariat, GGSIP University for information.
9. PS to Registrar, GGSIP University.
10. Bank Manager, Indian Bank, GGSIP University for information.
11. Academic Reception Counter.
12. EDP section of Academic Branch
13. Guard File.

  
(Ajay Kumar Arora)  
Assistant Registrar (Academic)