



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F.No. IPU-7/Online Counselling/ 2016/ 10317

Dated: 17 June 2016

SCHEDULE FOR ONLINE COUNSELLING/ADMISSION FOR CET QUALIFIED CANDIDATES FOR ELEVEN PROGRAMMES

CHOICE/PREFERENCES FILLING, ROUND 01, 02, 03, SLIDING ROUND AND REPORTING OF CANDIDATES AT ALLOTTED INSTITUTE/COLLEGE ACADEMIC SESSION: 2016-17

This is in continuation to University's notice No.IPU-7/Online Counselling/2016/9926, dated 30.05.2016 and notice No.IPU-7/Online Counselling/2016/10156, dated 10.06.2016. The schedule for choice/preferences filling, Round 01, 02, 03, Sliding Round and Reporting of Candidates at Allotted Institute/College of online counselling for ACADEMIC SESSION: 2016-17 for following Ten (10) programmes is as per schedule given below.

S.No	CET Code	Name of Programme
1	101	MBA
2	105	MCA
3	114	BCA
4	122	B.Ed (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.)
5	125	BBA
6	126	B A (JMC)
7	128	LE to B.Tech (Diploma Holders)
8	129	LE to B.Tech (B.Sc Graduates)
9	131	B.Tech/M.Tech. Dual Degree/B.Tech
10	146	B.Com (H)

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SCHEDULE FOR CHOICE FILLING AND FURTHER PROCESS FOR BA LLB/BBA LLB, CET CODE-121 WILL BE DISPLAYED LATER ON.

Neeraj
Pran Chandra



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ROUND 01

1.	Choice/Preferences filling (compulsory for allotment of seat)	21.06.2016(on or before 2.00 p.m)	24.06.2016
2.	Display of Seat Allotment of Round 01	On or before 27.06.2016	
3.	Printing of Provisional Offer Letter of Admission	28.06.2016	01.07.2016
4.	Printing of challan, upto 29.06.2016 upto 11.50 pm for payment of part academic fees of Rs.40,000/- to be deposited through cash in Indian Bank (all branches)	28.06.2016	Payment upto 30.06.2016 (upto banking hours)- deposit of fees
5.	Payment of Part Academic Fee of Rs.40,000/- through Net Banking/ Credit Card and Debit Card	28.06.2016	01.07.2016 (Upto 11.50 pm)
6.	Freezing of allotment (Online)	28.06.2016	01.07.2016
7.	Generation of Part Academic Fee Receipt after payment of Part Academic Fee of Rs.40,000/-	28.06.2016	01.07.2016
8.	Withdrawal of admission (Online)	28.06.2016	01.07.2016

Round 02

9.	Choice Change (i) for candidates who have been allotted seat in Round 01 and thereafter payment of fees of Rs.40,000/- of first round (ii) Candidates who were not allotted seat in Round 01	28.06.2016	01.07.2016
10.	Display of Seat Allotment of Round 02	On or before 04.07.2016	
11.	Printing of Provisional Offer Letter of Admission	05.07.2016	08.07.2016
12.	Printing of challan, upto 06.07.2016 upto 11.50 pm for payment of part academic fees of Rs.40,000/- to be deposited through cash in Indian Bank (all branches)	05.07.2016	Payment upto 07.07.2016 (upto banking hours)- deposit of fees
13.	Payment of Part Academic Fee of Rs.40,000/- through Net Banking/ Credit Card and Debit Card	05.07.2016	08.07.2016 (Upto 11.50 pm)
14.	Freezing of allotment (Online)	05.07.2016	08.07.2016
15.	Generation of Part Academic Fee Receipt after payment of Part Academic Fee of Rs.40,000/-	05.07.2016	09.07.2016
16.	Withdrawal of admission (Online)	05.07.2016	09.07.2016

Round 03

17.	Choice Change (i) for candidates who have been allotted seat in Round 01 and Round 02 and thereafter payment of fees of Rs.40,000/- (ii) Candidates who were not allotted seat in Round 01 and Round 02	10.07.2016	11.07.2016
18.	Seat Allotment (of reserved category with inter conversions of SC/ST Category, if any)	On or before 13.07.2016	

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		On or before 17.07.2016	
19.	Seat Allotment (with conversion of seats, if any)		
20.	Printing of Provisional Offer Letter of Admission	17.07.2016	18.07.2016
21.	Printing of challan, upto 18.07.2016 upto 11.50 pm for payment of part academic fees of Rs.40,000/- to be deposited through cash in Indian Bank (all branches)	17.07.2016	Payment upto 19.07.2016 (upto banking hours)- deposit of fees
22.	Payment of Part Academic Fee of Rs.40,000/- through Net Banking/ Credit Card and Debit Card	17.07.2016	19.07.2016
23.	Generation of Part Academic Fee Receipt after payment of part Academic Fee of Rs.40,000/-	17.07.2016	19.07.2016
Sliding Round			
24.	Sliding Round	20.07.2016	21.07.2016
REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE			
25.	Reporting to Allotted College/Institutions for verification of documents and payment of balance fee (if any). The Candidates are required to report and join the respective allotted University School/College/Institute with the Provisional Admission/Allotment Letter failing which the admission shall be automatically cancelled and the fees paid shall be forfeited. The part Academic Fees is a sub part of the total fees payable for admission. The subpart other than INR 40,000/- has to be paid by admitted students at the respective allotted University School/College/Institute. Failing which the admission of the student/candidate shall be cancelled and the fee paid will be forfeited.	21.07.2016	23.07.2016 on or before 05.00 p.m
26.	Display of Open House Counselling / Spot Counselling Schedule, if required	25.07.2016	25.07.2016
27.	Open House Counselling / Spot Counselling	Between 26.07.2016 to 31.07.2016, as notified	

Note: Detailed Notification for Spot Counselling(if required) will be issued separately and candidates have to see the same on University website www.ipu.ac.in and www.ipuadmissions.nic.in

Document required at the time of reporting of candidates at the Allotted Institute/College after Sliding Round for verification of documents.

- (a) Registration slip (compulsory)
- (b) Admit Card of CET-2016 (Original)
- (c) Allotment letter
- (d) Part Academic Fee Receipt (of Rs.40,000/-)
- (e) All candidates shall bring all marksheets, Reserved Category certificate in original and certificate from 10th (or equivalent) onwards for verification. One set of photocopies of certificates, attested by gazetted office or self attested is to be

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submitted and shall be retained by the University. In the absence of mandatory documents of proof of eligibility for admission in programme, the candidature shall be cancelled.

- (f) 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.
- (g) Conduct and Character Certificate in original from the Head of the institution from where the qualify examination has been passed or from Gazetted Officer (Original), nor more than 6 (six) months old).
- (h) In case, the result of qualifying examination awaited, the candidates needs to submit the undertaking.

Important Instruction:

- (a) All the candidates who have qualified in Common Entrance Test (CET) in GGSIP University during Academic Session 2016-17 and are desirous to seek admission, are hereby informed that the submission of non refundable Counselling Participation Fee of Rs. 1,000 (One thousand) within the schedule time is mandatory.
- (b) Registration by the candidates who have paid the Counselling Participation Fee within the scheduled time in mandatory.

1. General Instructions

- (a) The detailed instructions about the online counselling, FAQ is available on the University website www.ipu.ac.in & www.ipuadmissions.nic.in. Candidates are advised to go through the details thoroughly at these sites before registration.
- (b) 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.
- (c) 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.

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- (d) 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.
- (e) The detailed 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.

2. Choice Filling

- (a) Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices / preferences.
- (b) After registration, candidates 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.
- (c) Once the period for filling of choices / preferences is over, choices / preferences filled by candidates will be used for allotment of seat.
- (d) Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases and 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.
- (e) 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.
- (f) 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.
- (g) The candidates are also advised to fill choices / preferences, then save the same and take the print out of the saved choices / preferences to be retained for future reference.

3. Result / Allocation of Seats in every round

- a) 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.
- b) 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,

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- iii. Paid the counselling participation fee and registered but not filled choices/preferences.
- iv. Candidates who were allotted a seat in any round but did not pay the part academic fees of INR 40000/= shall not be considered in subsequent round of counselling.
- v. Candidates who are allocated a seat in any round, pay the part academic fee of INR 40000/=, and then withdrew the admission following due procedure of the University.

Note: Such candidates however shall be eligible for the "Spot Counselling" round.

- c) Result can be checked by the candidate through his/her account login given during the registration process.
- d) Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
- e) 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.
- f) 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.
- g) 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.
- h) 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).
- i) 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.
- j) 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.

4. Freezing of Allotted Seat after every Round

- a) After every 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.

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- b) 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.

5. Withdrawal and Fee Refund after online Rounds of Counselling

- a) 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.
- b) After withdrawal of admission and refund of fees, the candidates will not be considered in the subsequent round of online counselling except "Spot Counselling".
- c) All candidates who have withdrawn, freeze 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 subsequent Rounds.

6. Last Round of Allotment of Seats for Online Counselling:

- a) After the last round of online seat allotment, there shall be no withdrawal of seats and no refund of fees for such candidates shall be done.
- b) In the last round of online-counselling, the seats (region-wise) and category wise shall be converted to unreserved category after doing seat allotment of the reserved category.
- c) Only the candidates allocated seats, who have paid the Part Academic Fees of INR 40000/=, have not frozen their allotment, and have not withdrawn as per procedure notified, shall be eligible for the sliding round of online counselling.

7. Sliding of Allotted Seat after Last Round of Online Allotment of Seats:

- a) Only the candidates who have been allocated seats before the sliding round and who paid the part academic fee of INR 40000/= and did not withdraw their admission or did not freeze the allotted seat by following due procedure of the University, shall be eligible for this round.
- b) The sliding round shall be based on the preferences already entered by the candidates in the online counselling system on the basis of merit of CET of the candidates.
- c) If a candidate, who has paid the Part Academic Fees does not want to participate in the sliding round, then such candidates must freeze their allotment.

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Pravin Chandra



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- d) After the sliding round, the allocated candidates must report to the allocated institutions for verification of documents and payment of the balance amount of fees (if any).

8. Reporting of candidates to the allotted institute/college:

- a) After the sliding 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.
- b) 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 for verification of documents at the School / institution/college and pay the balance amount of fees (if any), as per schedule notified on the website, failing which the admission shall be automatically cancelled.
- c) The institutions / University Schools of Studies shall report the status of reported and nonreported candidates to the University. The vacant seats after the sliding round of online counselling and seats vacant due to non-reporting of candidates only shall be considered for spot counselling to be conducted by 31st July, 2016.
- d) Candidates who report to the allocated institutions and are reflected in the list submitted by the institutions as reported / admitted, shall be called "admitted students", and no withdrawal of seats of these candidates shall be considered for academic session 2016-17.

All CET qualified candidates who wish to participate in the online counselling procedure are advised in their own interest to visit the University website www.ipu.ac.in as well as the online admission website www.ipuadmissions.nic.in for regularly updates. For online admissions, interested candidates should visit www.ipuadmissions.nic.in


Pravin Chandra
(Incharge Admissions)

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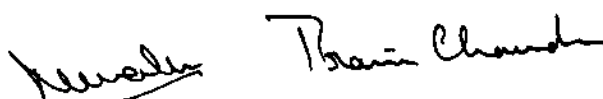
1. Controller of Examination, GGSIP University, for information.
2. Controller of Finance, GGSIP University, for information.
3. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
4. SO, Pro-Vice Chancellor Sectt., GGSIP University for information of Pro-Vice Chancellor.
5. AR, Registrar, GGSIP University for information of Registrar
6. Sh.Vijay Garg, Technical Director, NIC
7. Sh.Sanjay Kapoor, State Information Officer, NIC

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8. Sh.Deepak Gupta, Scientist 'C', Delhi State Centre
9. Sh.Amrish Kumar, Developer, NIC
10. PRO,GGIP University with a request to display Counselling / Admission Schedule on the University's Notice Board(s).
11. Incharge, Affiliation for information and necessary action
12. Incharge UITS, with the request to upload the schedule of Counselling on University's Website.
13. F.O, Accounts Branch, GGSIP University
14. Manager, Indian Bank, GGSIP University
15. Academic (Admissions) Reception Counter.
16. EDP Section of Academic (Admissions) Branch.
17. Guard File.


Dr.Nitin Malik

Joint Registrar(Academics)

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