



# Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F.No. IPU-7/Online Counselling/ 2017/ 21202

Dated: 16/06/2017

## EXTENDED SCHEDULE FOR ONLINE COUNSELLING/ADMISSION FOR ALL CET QUALIFIED CANDIDATES

### REGISTRATION IS MANDATORY FOR ALL CET QUALIFIED CANDIDATES FOR PARTICIPATING IN ONLINE COUNSELLING PROCEDURE

### VERIFICATION OF DOCUMENT OF RESERVED CATEGORY CANDIDATES AT ENCLOSED DESIGNATED CENTRES

### ACADEMIC SESSION: 2017-18

This is in continuation/reference to University's Notice No. IPU-7/Online Counselling/2017/21030, dated 08.06.2017. Extended online counselling/admission (i.e **Registration which is mandatory for all CET qualified candidates and verification of documents of reserved category candidates at Designated Centres**) for following Eleven (11) programmes will commence as per schedule given below.

S.No	CET Code	Name of Programme
1	101	MBA
2	105	MCA
3	114	BCA
4	121	BA LLB/BBA LLB (Integrated)
5	122	B.Ed
6	125	BBA
7	126	B A (JMC)
8	128	LE to B.Tech (Diploma Holders)
9	129	LE to B.Tech (B.Sc Graduates)
10	131	B.Tech/M.Tech. Dual Degree/B.Tech
11	146	B.Com (H)

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**2.CANDIDATES IN THEIR OWN INTEREST ARE REQUESTED TO SEE THE ADMISSION BROCHURE AND NOTIFICATION SO ISSUED FROM TIME TO TIME FOR THE ACADEMIC SESSION 2017-18**

**3. Registration is Mandatory for all CET qualified candidates for participating in Online Counselling/Admission.**



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**All CET qualified candidates who wish to participate in online counselling for mentioned CETs AT PAGE-1 must Register(i.e by payment of INR 1000/- for participation fee and Registration)**

S.No.	Activity	Starting Date	Closing Date
1.	Printing of challan upto 18.06.2017 upto 08.00 p.m for payment of Counselling Participation Fee of Rs. 1000/- to be deposited through cash in Indian Bank (all branches)	13.06.2017	19.06.2017 (upto banking hours) Indian Bank (all branches)
2.	Payment of Counselling Participation Fee of Rs. 1000/- through Net Banking/Credit Card and Debit Card	13.06.2017	19.06.2017 (upto 11.50 pm)
3	Registration by candidates after payment of Participation Fee of Rs.1,000/-	13.06.2017	20.06.2017 (upto 11.50 pm)
4	<p>Verification of documents for Registered Reserved Category candidates (i.e SC/ST/PH/JKM/Sikh Minority/Muslim Minority/Jain Minority/ Defence Priority VI &amp; VII /Delhi OBC at designated centres of the GGSIP University).</p> <p>*Defence Priority I to V will report in Academic Branch GGSIP University, Dwarka, Sector-16C, New Delhi-110078(on 17.06.2017, 18.06.2017, and remaining who will register after 17.06.2017 will report on 22.06.2017).</p> <p>**There is no seat of Outside Delhi OBC, therefore Outside Delhi OBC candidate need not have to verify category at Designated centre, they will automatically be considered as Outside Delhi.</p> <p>University Appendices for Defence Category, Physically Handicapped Quota, other Minority Candidates, Sikh Minority Community, and other appendices are available on University website <a href="http://www.ipu.ac.in">www.ipu.ac.in</a> and <a href="http://www.ipuadmissions.nic.in">www.ipuadmissions.nic.in</a> Part B of Admission Brochure for Academic Session 2017-18.</p> <p>The candidates must carry Payment confirmation slip and appendix of the University along with relevant original reserved category certificates, all marksheets and certificate in original from 10<sup>th</sup> (or equivalent onwards for verification and report to the Designated Centre.</p> <p>The reserved category candidates who fails to report for verification at the Designated centre as per notified schedule will forfeit his/her right for that category and will automatically be converted to General Category as per University rules.</p>	<p>14.06.2017 (10.00 am to 04.00 p.m)</p> <p><b>AT DESIGNATED CENTRES (Copy Attached)</b></p>	<p>22.06.2017 (10.00 am to 04.00 p.m)</p> <p>Saturday's and Sunday's included between Starting Date and Closing Date are working in Designated Centres and GGSIP University</p>

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## Photocopies of Documents required at the time of reporting of reserved category candidates at the Designated Centres for verification of documents

- (a) Registration slip
- (b) Admit Card of CET-2017
- (c) All reserved category candidates shall bring all marksheets and certificate in original from 10<sup>th</sup> (or equivalent) onwards for verification. One set of photocopies of certificates, attested by gazetted officer or self attested is to be 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.
- (d) 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.
- (e) Conduct and Character Certificate from the Head of the institution from where the qualify examination has been passed or from Gazetted Officer (Original), not more than 6 (six) months old).
- (f) In case, the result of qualifying examination is awaited, the candidates needs to submit the undertaking as appendix 5(Part B) of Admission Brochure.

### Important Instruction:

- (a) All the candidates who have qualified in Common Entrance Test (CET) in GGSIP University during Academic Session 2017-18 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.
- (c) Verification of documents for reserved category within the scheduled time is mandatory.

## 1. General Instructions

- (a) The detailed instructions about the online counselling, User Manual, FAQ is 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. Aspirants / candidates should keep seeing the University website(S) in this regard.

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- (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.
- (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 refund policy is applicable for withdrawal/refund from admissions as notified vide notification No. GGSIPU/Admissions/2017/19103 dated 01.03.2017 on the University website.

## 2. Submission of Counselling Participation Fee

- (a) Candidate has to deposit a non-refundable Rs.1000/- plus charges as applicable, as one time (non refundable) Counselling Participation Fee, as per the schedule for each CET Code. The taxes and charges applicable has to be paid by the candidates and is non-refundable.
- (b) For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website [http:// www.ipuadmissions.nic.in](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.
- (c) 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.
- (d) The candidates are required to check the status of fee payment on the website ([http:// www.ipuadmissions.nic.in](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.
- (e) 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

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minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet / website.

- (f) 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.
- (g) 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 (d), candidate can contact Helpdesk of University to resolve the issue.
- (h) Submission of registration fees is just a part of the counselling process, just payment of this fees does not entitle the candidate to admission.

## 3. Registration

- (a) 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.
- (b) 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.
- (c) For Registration, candidate has to enter CET details in the admission website ([http:// www.ipuadmissions.nic.in](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)
- (d) During the Registration process, the candidate will get login ID and password.
- (e) 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.
- (f) Change password: The candidates can also change the password if required using the change Password menu.
- (g) 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.
- (h) 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.
- (i) Candidates are advised to check all the filled in details before taking the print out.
- (j) 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.

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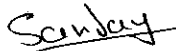
All CET qualified candidates who wish to participate in the online counselling procedure are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in) for regularly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

  
Dr. Nitin Malik

Joint Registrar(Admissions)

Copy to:

1. Registrar, GGSIP University for information
2. Controller of Examination, GGSIP University, for information.
3. Controller of Finance, GGSIP University, for information.
4. Incharge, Affiliation for information and n/a.
5. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
6. All officers Admissions Branch for information and n/a
7. SO, Pro-Vice Chancellor Sectt., GGSIP University for information of Pro-Vice Chancellor.
8. PRO, GGSIP University with a request to display Counselling / Admission Schedule on the University's Notice Board(s).
9. Manager, Indian Bank for n/a
10. Admissions Reception Counter.
11. Incharge UITS, with the request to upload the schedule of Counselling on University's Website.
12. NIC for uploading on [ipuadmissions.nic.in](http://ipuadmissions.nic.in)
13. EDP Section of Admissions Branch.
14. Guard File.



Sanjay Dalal  
Section Officer(Admissions)

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