



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F.No. IPU-7/Online Counselling/ 2019/ 12553

Dated: 10/7/19

SCHEDULE FOR SUBMISSION OF COUNSELLING PARTICIPATION FEES, FOR NATIONAL LEVEL TEST (CAT 2018) QUALIFIED CANDIDATES (ALL CATEGORIES) AND ALSO VERIFICATION OF DOCUMENTS FOR RESERVED CATEGORY CANDIDATES FOR ADMISSIONS TO MBA PROGRAMME (CET Code 101) THROUGH ONLINE COUNSELLING ACADEMIC SESSION 2019-20

The Schedule of Online Counselling for admissions to MBA programme (CET Code 101) i.e submission of counselling participation fees, for National Level Test (CAT 2018) qualified candidates (ALL CATEGORIES) and also Verification of documents for Reserved Category Candidates for Academic Session 2019-20 is given below:

S.No	CET Code	Name of Programme
1	101	MBA

Registration Commences from Wednesday 10.07.2019 (02:00 P.M) with details as below:

Registration Commences from 10.07.2019			
All CAT 2018 qualified candidates as per Lists notified for respective programme and who wish to participate in online counselling for MBA Programme must register (i.e by payment of INR 1,000/- towards participation fee and Registration)			
S. No.	Activity	Starting Date	Closing Date
1.	(a) Payment of Counselling Participation Fee of Rs. 1000/- through Net Banking/Credit Card and Debit Card (b) Cash Payment (challan through Indian Bank)	10.07.2019 (2.00 p.m onwards)	13.07.2019 (upto 11.50 pm) 12.07.2019 (banking hours)
2	Registration by candidates after payment of Participation Fee of Rs.1,000/-	10.07.2019 after payment of fee	14.07.2019 (upto 11.50 am)

NOTE: 1. For Details candidates are requested to refer the Admission Brochure for Academic Session 2019-20.

2. Registration is Mandatory for all CET/National Level Tests (as applicable) qualified candidates as Lists notified for the Programme/Course for participating in Online Counselling/Admission.

3. Schedule for choice / preferences filling for Colleges / Institutes for admission in a programme/course and further process will be displayed separately.

4. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website www.ipuadmissions.nic.in



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3	<p>Verification of documents for reserved category candidates of registered candidates (i.e SC/ST/OBC/JKM/PH /Muslim Minority/Jain Minority/Defence Priority /ARMY/ Unreserved and EWS) at designated venue , GGSIP University) (As notified on University website).</p> <p>** There is no seat of Outside Delhi OBC, therefore Outside Delhi OBC category candidate need not come for verification at Designated centre, they will automatically be considered as Outside Delhi General.</p> <p>OBC Seats are available only in Government Institutions.</p> <p>University Appendices for Defence Category, Physically Handicapped Quota, Minority Candidates, Sikh Minority Community, and other appendices are available on University website www.ipu.ac.in and ipuadmissions.nic.in. Part B of Admission Brochure for Academic Session 2019-20.</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 10th (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>	10.07.2019 (from 02.00 p.m to 5.00pm)	14.07.2019 (10.00am to 5.00pm)
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Documents required at the time of reporting of reserved category candidates at the Designated Venue for verification of documents

- Registration slip (photocopy)
- CAT Score-2018 (photocopy)
- All candidates shall bring all marksheets and certificate in original from 10th (or equivalent) onwards for verification. One set of photocopies of certificates, attested by gazetted office or self attested is to be submitted and shall be retained by the University. In the absence of mandatory documents

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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.

Important Instruction:

- (a) All the candidates who have qualified in Common Entrance Test (CET) / National Level Test during Academic Session 2019-20 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 be 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. This information shall be available before the start of the online counselling. Aspirants / candidates should keep seeing the University website(S) in this regard.
- (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

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other problem of such nature for submission of online application during the last minute.

2. Submission of Counselling Participation Fee

- (a) Candidate has to deposit a fee 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 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 should immediately 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

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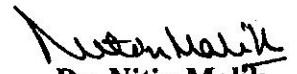
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- (a) After confirmation of receipt of the Counselling Participation Fee, for the specific CET code for which the candidate has qualified and paid the fees, candidate has to register within the Registration period notified on the website.
- (b) In 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/National Level Tests (as applicable) 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.

All CAT 2018 qualified candidates and registered as per Lists notified by GGSIPU and 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.


Dr. Nitin Malik

Joint Registrar (Admissions)

Copy to:

1. Registrar, GGSIP University, for information.

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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. PRO, GGSIP University with a request to display Counselling / Admission Schedule on the University's Notice Board(s).
8. Manager, Indian Bank for n/a.
9. Admissions Reception Counter.
10. Incharge UITS, with the request to upload the schedule of Counselling on University's Website.
11. NIC for uploading on ipuadmissions.nic.in
12. EDP Section of Admissions Branch.
13. Guard File.

Geeta Mahajan
Assistant Registrar (Admissions)

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