



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-110078
Website: www.ipu.ac.in

F. No. IPU-7/Online Counselling/2022/ 3015

Dated: 11/11/2022

SCHEDULE FOR VERIFICATION OF DOCUMENTS AND ALLOTMENT OF SEATS DURING SPECIAL ROUND OF COUNSELLING (OFFLINE) FOR ADMISSIONS IN THE MBA PROGRAMMES (CODE 101) ON THE BASIS OF MERIT OF CAT-2021/ CMAT-2022/CET-2022 DURING THE ACADEMIC SESSION 2022-23.

(VENUE: D-BLOCK, Seminar Hall, GGSIPU)

This is in continuation to University's Schedule Notification No. 291/2022 vide no. IPU-7/Online Counselling/2022/2956 dated 31.10.2022, No. 299/2022 vide no. IPU-7/Online Counselling/2022/2969 dated 03.11.2022 and No. 310/2022 vide no. IPU-7/Online Counselling/2022/2983 dated 07.11.2022 on the subject cited above, the schedule of Special Round of Counselling for admission in MBA Programmes (Code 101) on the basis of merit of CAT-2021/ CMAT-2022/ CET-2022 for Academic Session 2022-23 is mentioned as below:

→ **KINDLY READ THE COMPLETE SCHEDULE DETAILED BELOW:**

D) MOST IMPORTANT INSTRUCTIONS:

- (a) Special Round of Counselling will be held ONLY for the candidates who name is mentioned in the list of applicants (who have filled their fresh choices ONLINE for Special Round of Counselling for Academic Session 2022-23) uploaded on University's Website on 11.11.2022.
- (b) During the Special Round of Counselling (OFFLINE), the University shall ensure that allotment of seat in respective programme in a College is purely on merit basis and in accordance with the CUT OFF rank determined through Online Counselling the respective college to ensure NO Rank violation with respect to candidates debarred from participation in this round of counselling.
- (c) The candidates who have already taken admission in the Management Quota in affiliated colleges shall not be considered for participation in Special Round of Counselling. It is further informed that in case any candidate who has taken admission in the Management Quota in any affiliated college/Institute, registers in the Special Round of Counselling shall not be allowed to participate in the Special Round of Counselling (Offline).
- (d) In case of candidates who have been allocated a seat and have also reported as admitted candidate (participated for Special Round of Counselling and have filling fresh choices) must have to bring the proof of reporting at previous allotted institute.
- (e) Candidate must have to bring print out of choices filled by him/her for Special Round of Counselling.
- (f) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling (ONLINE), if participating in the Special Round of

NOTE:

1. For Details Candidates are requested to refer the Admission Brochure for Academic Session 2022-23.
2. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic Session 2022-23 concludes.

Counselling (OFFLINE) are assured that if any of the new preferences filled/edited in the Special Round of Counselling (OFFLINE) is not allocated to them, their existing allocation of seat shall be retained and shall not change.

(g) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling (ONLINE), if participating in the Special Round of Counselling (OFFLINE) and if any of the new preferences filled/edited is allocated to them in the Special Round of Counselling (OFFLINE), then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.

(h) Admitted Candidates who are allotted an upgraded seat in the Special Round of Counselling (OFFLINE) needs to pay an additional amount of Rs. 5000/- at the time of Counselling.

(i) The candidate will not be allowed for any kind of refund of fee after taking admission in Special Round of Counselling (Offline) for Academic Session 2022-23.

(j) Allotment of Seats will stop as and when the seats get filled up.

II) SPECIAL ROUND OF COUNSELLING (OFFLINE) for admissions in MBA Programmes for Academic Session 2022-23 will be held on 15-11-2022 (Tuesday) onwards at D-BLOCK, Seminar Hall, GGSIPU as per detail below :

D-BLOCK, Seminar Hall, GGSIPU						
S. No	Activity	Prog. & Code	CAT / CMAT / CET	Category	Date	Reporting Time
1.	Verification of documents and Allotment of Seats	MBA (101)	CAT 2021 Qualified Candidates	Applicants whose name is mentioned in the list uploaded on University's Website on 11.11.2022 (From S.No. 1 to 12)	15-11-2022	10.30 a.m.
2.			CMAT 2022 Qualified Candidates	Applicants whose name is mentioned in the list uploaded on University's Website on 11.11.2022 (From S.No. 13 to 28)	15-11-2022	12:00 Noon
3.			CET 2022 Qualified Candidates	Applicants whose name is mentioned in the list uploaded on University's Website on 11.11.2022 (From S. No. 29 to 75)	17-11-2022	10.30 a.m.
						(From S. No. 76 to 105)
				(From S. No. 106 to 140)	18-11-2022	10.30 a.m.
				(From S. No. 141 to 177)		12:00 Noon

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III) Eligible Candidates for Special Round of Counselling (OFFLINE):

The eligibility of Candidates to participate in the **Special Round of Counselling (OFFLINE)** has already been stated in University's Schedule Notification No. 291/2022 31.10.2022, No. 299/2022 dated 03.11.2022 and No. 310/2022 vide no. IPU-7/Online Counselling/2022/2983 dated 07.11.2022.

Important Note:- Only those candidates who fulfill the eligibility of above mentioned University notification shall only be allowed to participate in Special Round of Counselling (OFFLINE).

IV) Merely registration by paying participation requisite fee for **Special Round of Counselling (OFFLINE)** does not **guarantee** an admission to the such candidate in his / her choice of College or Stream. It is also pertinent to mention that participation in **Special Round of Counselling (OFFLINE)** by eligible candidates of the above mentioned University Notification) does not **guarantee** an admission to the such candidate in his / her choice of College or Stream.

V) Eligibility Criteria for above mentioned programmes:

The candidates are required to kindly go through the eligibility criteria laid down in the Admission Brochure for Academic Session 2022-23 available on the University Website www.ipu.ac.in for a particular programme / course. Seats shall be allocated on the basis of all India basis purely on CET/National Level Test Rank /irrespective of Region and category subject to availability of seats.

VI) Documents Required for Allotment of Seats:

a) Bank Draft(s) of fee mentioned as below in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his/her name, date of admission, phone, address, mobile no., name of the programme, CAT/CMAT/CET Rank and CAT/CMAT/CET Roll Number on the back of the Bank Draft(s). Details of fee is as below:

S. No.	Category	Part Academic Fee (in Rs.)	Upgradation Fee (in Rs.)	Balance fee (in Rs.)
1	<u>Those who have been allocated a seat and have also reported As admitted candidate (participated for Special Round of Counselling and have filled fresh choices)</u>	-	5,000/-	Balance fee has to be paid at their respective college.
2	<u>Those who have been allocated a seat and have NOT reported/ Withdrawal their admission/ Not paid Part Academic fee of Rs. 40,000/- (participated for Special Round of Counselling and have filled fresh choices)</u>	40,000/-	-	Balance fee has to be paid at their respective college.
3	<u>New Entrants/ Those who have not been allocated a seat during online counselling (participated for Special Round of Counselling and have filled fresh choices)</u>	40,000/-	-	Balance fee has to be paid at their respective college.

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- b) Print out of choices filled by the candidate for Special Round of Counselling. (Mandatory)
- c) In case of candidates who have been allocated a seat and have also reported as admitted candidate (participated for Special Round of Counselling and have filling fresh choices) must have to bring the Proof of reporting at previous allotted institute/college.
- d) CET/ National Level Test Registration details (Photocopy and Original).
- e) Four passport sized photographs (same as that in admit card)
- f) CAT 2021/ CMAT 2022/CET 2022 Score/Rank Card.
- g) Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Admission Brochure 2022-23.)
- h) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- i) **Mark-sheets / Certificates of qualifying examination:**
- a) The candidate will be required to bring the Original certificates/Mark-sheets of all the year wise or semester wise in original along with photocopy of Certificates/ Mark-sheets of qualifying examination.
- b) For Distance / Open Learning Cases:
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 to be submitted.
- j) **Physical Fitness Certificate:**
All the students shall be required to submit a Medical Certificate indicating fitness from a Registered Medical Practitioner as per format given in Performa of Medical Certificate in given in Part-E in Admission Brochure 2022-23 (As per Appendix 5).
- k) **Reserved Category Certificate:** All reservation category candidates who are seeking admission in reserved category in EWS/ KM must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. The ARMY Category candidates, in addition to all the documents, shall also bring relevant Appendix duly completed. The appendices are available in Part E of Admission Brochure 2022-23.
- l) Conduct and Character Certificate in original from the Head of the Institution from where the qualifying examination has been passed or from Gazetted officer in Original, not more than 06 (six) months old.
- m) Application regarding age or any other relaxation with necessary approval (if necessary).
- n) 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.

VII) Important Note:-

- a) During the special round of Counselling (OFFLINE), the University shall ensure that allotment of seat in respective programme in a college is purely on merit basis and in accordance with the CUT OFF rank

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determined through Online Counselling the respective programme of respective college to ensure NO rank violation with respect to admitted candidates.

- b) **The upgraded candidates have to pay the balance amount of fees (if any), at the newly allotted college/institute/University School. The balance fee paid by such candidates in their previously allotted/reported college/institute shall be refunded to them by the respective college/institute with immediate effect.**
- c) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling (ONLINE), if participating in the Special Round of Counselling (OFFLINE) are assured that if any of the new preferences filled/edited in the Special Round of Counselling (OFFLINE) is not allocated to them, their existing allocation of seat shall be retained and shall not change.
- d) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling (ONLINE), if participating in the Special Round of Counselling (OFFLINE) and if any of the new preferences filled/edited is allocated to them in the Special Round of Counselling (OFFLINE), then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.
- e) **In Affiliated Colleges/Institutes of GGSIPU**: The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.
- f) The Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.
- g) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- h) The Candidate are required to report and join the respective School/college with the Provisional Allotment Letter, 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.
- i) The concerned Director/Principal, Affiliated Colleges/Institutes will ensure that the Result Awaited candidates will have to submit duly filled and signed **Appendix 4** of Admission Brochure 2022-23. The Principal/Director shall be responsible to ensure mechanism to monitor the cases of such candidates admitted provisionally to ensure that the candidates are informed prior to the due date of submission of their result as mentioned in the Admission Brochure 2022-23, failing which, shall result in cancellation of their admission in the respective programme and whatsoever, the reason may be, his/her admission will be treated as null and void and the entire fee will be forfeited and under no circumstances, he/she will be allowed to appear in the End Term Exam.
- j) **Allotment of Seats will stop as and when the seats get filled up.**

VIII) Terms And Conditions For Candidates Participating in Special Round of Counselling:

A. Terms And Conditions For New Entrants:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for the allotted Institute / programme.

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B. Those Who Were In Online Counselling System And Have Been Allocated A Seat And Have Also Reported As Admitted:

- (i) I undertake that if a seat in Special Round of Counselling according to my choices / preferences of Institution / programme is allocated to me then I shall deposit additional amount of Rs. 5,000/- as Upgradation fee charge.
- (ii) I understand that fee paid at the Institution level where I was earlier allocated shall be refunded to me by the Institution as per the University procedure for refunds in this case.
- (iii) I undertake that if new seat is allocated to me in Special Round of Counselling then I abide to take the new allocated seat and do not have any claim on the previous seat.

C. For Those Who Are Already Registered And Have Not Been Allocated A Seat Or Filled Any Choices:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.

D. For those who were allocated a seat did not pay Rs. 40,000/- part academic fee:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.


E. Already Registered / Seat Allocated Paid The Fee Then Withdraw Or Not Reported:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.

IX) Refund of Fee:

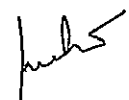
The candidate will not be allowed for any kind of refund of fee after taking admission in Special Round of Counselling (Offline) for Academic Session 2022-23.

All candidates are advised in their own interest to visit the University website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.


(Brig. P. K. Upmanyu) Retd.
Incharge (Admissions)

Copy to:

1. Dean / Directors, 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. AR, Registrar, GGSIP University, for information of Registrar.
5. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
6. Manager, Indian Bank for n/a.
7. Guard File.


(Geeta Mahajan)
Deputy Registrar, Admissions

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