



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

Notification No. 294/2023

F. No. IPU-7/Online Counselling/2023/ 4598

Dated: 18/10/23

SCHEDULE FOR ONLINE SPOT COUNSELLING FOR ADMISSIONS IN THE PROGRAMME B.SC (MIT) (CODE 134) FOR THE ACADEMIC SESSION 2023-24

→ PLEASE REFER THE NOTE AT THE END OF THE PAGE

The Schedule for Online Spot Counseling for seats remaining vacant after reporting of candidates after 3 round/sliding round to respective Schools of Studies/ Colleges/Institutions and also vacancies arising due to withdrawal of admissions/cancellation of allotted seats/additional intake in few colleges/institutes in programmes given as below:

Sl. No.	Programmes
1.	B.SC (MIT) (CET CODE 134)

(I) (Who are eligible for Spot Round of Centralized Online Counseling:

1. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- and reported at the allotted college/institute in the notified date & time.
2. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- but did not report at the allotted college/institute in the notified date & time.
3. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- and subsequently withdrawn as per procedure.
4. A candidate who was allotted a seat in the Online Counselling, but did not pay the requisite Part Academic Fee of Rs. 60,000/-.
5. A candidate who has not been allotted any seat in any rounds of the Online Counselling.
6. All the registered candidates who have paid the Application Fee of Rs. 1500/- and the Counseling Participation Fee of Rs. 1000/- but did not fill choices.
7. ALL CET 2023 qualified candidates have/have neither registered earlier nor submitted the requisite fee of Rs. 1000/- for participation in the Online Counseling.
8. All 'Not Admitted' candidates.
9. Allotted candidates who have frozen their seat.

Note:

1. Registration by paying requisite Fee of Rs.500/- is mandatory for participating in the Spot round irrespective of status of Admission of the candidates as on date.
2. All the participating candidates are required to fill choices a fresh for new allotment/Upgradation /Retention (if Does not get Upgrade in his/her preferred seat).
3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

ENROLLMENT FOR PARTICIPATION IN COUNSELLING FOR SPOT ROUND

Sl. No.	Category	Activity by the candidate	Starting Date	Closing Date
1.	Candidate who have appeared for GGSIPU Common Entrance Test 2023 and their names depict in the Common Merit List	Candidates are required to Enrol for Centralized Online Process for Counselling and pay the Counseling Participation Fee of Rs. 1000/- (Non- Refundable) through Net banking/Credit Card/Debit Card. <u>Candidates have to complete both the process i.e. Enrolment for Centralized Online process of Counselling and payment of Participation Fee of Rs. 1,000/-.</u> <i>* Please read note as below</i>	19.10.2023 (11:00 A.M.)	20.10.2023 (11:50 p.m.)

FILLING OF FRESH CHOICES IN SPOT ROUND

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	Choices/Preferences filling Edit/Modify/Add/Delete	19.10.2023 (11:00 A.M.)	20.10.2023 (11:59 p.m.)

ONLINE VERIFICATION OF DOCUMENTS OF RESERVED CATEGORY CANDIDATES ENROLLED FOR PARTICIPATION IN COUNSELLING IN SPOT ROUND

Sl. No.	ONLINE VERIFICATION OF DOCUMENTS BY THE UNIVERSITY	Starting Date	Closing Date
1.	<ul style="list-style-type: none"> • Online Verification of documents for Reserved category candidates to be done by GGSIP University who have successfully registered and paid the requisite fees in Round 01: (Candidates may refer the chapter Reservation Policy of respective Admission Brochure available on website of GGSIP University.) • Online Verification of entitlement documents to claim benefit of Reserved Category of Registered Candidates who have paid Counselling Participation fees (i.e. SC/ST/OBC/KM/PWD/DEFENCE/EWS). • The Candidate claiming benefits under reserved category have to upload the relevant supporting documents duly issued by Competent Authority. • The candidates may kindly read Admission Brochure to see the details of documents required for being eligible to claim benefit under Reserved Category. Refer Admission Brochure 2023-24 for more details. <p>Note: All the verification of reserved category candidate's will be done by the University through Online mode only.</p> <p>Note: University's Verifying Officer shall raise query in certain cases where the document(s) is deficient. Candidates are advised to revert back immediately to claim the benefit of reserved category on merit.</p>	21.10.2023 (11:00 A.M.)	22.10.2023 (11:50 p.m.)

Note:

1. Registration by paying requisite Fee of Rs.500/- is mandatory for participating in the Spot round irrespective of status of Admission of the candidates as on date.
2. All the participating candidates are required to fill choices a fresh for new allotment/Upgradation /Retention (if Does not get Upgrade in his/her preferred seat).
3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

**CANDIDATES MAY LOGIN TO SEE THE RESULT. ONLINE ACTIVITIES TO BE FOLLOWED AFTER
DECLARATION OF SPOT ROUND RESULT ON 23.10.2023 IS AS GIVEN BELOW:**

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 60,000/- 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 counseling	After declaration of result of Spot Round	25.10.2023 (11:00 pm)
2.	Candidate can print 1. Provisional Allotment Letter 2. Proof of payment of Part Academic Fee Payment receipt of Rs.60,000/- will be available in candidates profile-,. It will be available only for the respective round within the specified period.	After declaration of result of Spot Round	25.10.2023 (11:50 pm)
Reporting of candidate to the allotted Institute/Colleges/USS			
3.	<u>Reporting of candidate to the allotted USS /Institute/Colleges</u> All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2023-24	25.10.2023 (11:00 am to 04.00.pm)	27.10.2023 (11:00 am to 04.00.pm)
4.	<u>Withdrawal of Admissions</u> After depositing of Part Academic Fees of Rs.60,000/-, 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. (Also refer clause VII of this notification detailed below)	After declaration of result of Spot Round	28.10.2023 (11:50 pm)

**** Adjustment of Part Academic Fee in SPOT ROUND of Online Counselling:**

All qualified candidates who have been allotted seat in the previous rounds of Online Counselling and had paid the Part Academic Fee of Rs. 60,000/- and wish to participate in the Spot Round of Counseling, their part Academic Fee of Rs. 60,000/- (Rupees Sixty Thousand only) paid in the earlier rounds of Online Counselling will be adjusted during the Spot Round of Online Counselling. Such candidates, if allotted a seat in the SPOT ROUND of Online Counselling need not pay the Part Academic Fee of Rs. 60,000/- again.

The following candidates need not to pay again the Part Academic Fee of Rs. 60,000/- (Rupees Sixty Thousand Only) during admission in SPOT ROUND of Online Counselling (i.e. if a seat is allotted in the Spot Round of Counselling):

- i) A candidate, who was allotted a seat in any round of Online Counselling and paid the Part Academic Fee and Reported.
- ii) A candidate, who was allotted seat in online round of Online Counselling, paid the Part Academic Fee but did not report in the allotted institute.

Note:

1. Registration by paying requisite Fee of Rs.500/- is mandatory for participating in the Spot round irrespective of status of Admission of the candidates as on date.
2. All the participating candidates are required to fill choices a fresh for new allotment/Upgradation /Retention (if Does not get Upgrade in his/her preferred seat).
3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

iii) Any candidate, who was admitted in any round of Online Counselling, paid the Part Academic Fee and subsequently withdrawn as per procedure.

(II) Spot Round Procedure:

- i) Enrolment for participation for SPOT Round will be for all CET 2023 qualified candidates irrespective of his/her registration earlier.
- ii) All Registered candidates old and new will be allowed to login after accepting the terms and conditions of SPOT Round.
- iii) All previous choices shall be treated as null and void. Candidates desirous of participating in the SPOT counselling shall have to fill new choices/preferences.
- iv) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 3rd Round, if participating in the Spot Round are assured that if any of the new preferences filled in the Spot Counseling is not allocated to them, their existing allocation of seat shall be retained and shall not change.
- v) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 3rd Round, if participating in the Spot Round and if any of the new preferences filled is allocated to them in the Spot Round of Counseling then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.

I. IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION:-

- (a) The candidate seeking admission under reserved categories have to mandatorily upload the entitled supporting certificate in his/her name. The Candidates for further details must read Chapter 6 (Reservation Policy of Admission Brochure 2023-24).
- (b) The reservation certificate should be issued from the respective state under the "Region" in which the reservation is claimed.
- (c) In case the candidate is claiming the seat reserved for DOBC/DSC/DST category then He/ She should have passed his/her qualifying exam from Delhi School/College and must have OBC/SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi only.
- (d) Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. Refer Admission Brochure for more information.
- (e) The Reservation for EWS category is applicable only in University School of Studies and Govt. affiliated Colleges only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable. EWS Certificate should be issued after 31st March, 2023 stating valid for year 2023-2024.
- (f) For claiming reservation on a seat reserved for DEFENCE Category, the candidates have to upload the duly filled and signed Appendix 1 of Admission Brochure 2023-24 by the competent authority.
- (g) For claiming reservation on a seat reserved for ARMY, the candidates have to upload the duly filled and signed Appendix 9A/9B/9C of Admission Brochure 2023-24 by the competent authority.
- (h) Reserve Category Candidates who fail either to upload documents as per notified schedule or whose documents are not in order will forfeit his/her right for the reserve category claimed and will automatically be converted to General Category as per University rules.

II. GENERAL INSTRUCTIONS:

Note:

1. Registration by paying requisite Fee of Rs.500/- is mandatory for participating in the Spot round irrespective of status of Admission of the candidates as on date.
2. All the participating candidates are required to fill choices a fresh for new allotment/Upgradation /Retention (if Does not get Upgrade in his/her preferred seat).
3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

- i. The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2023-24 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- ii. 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 false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
- iii. 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 either submission of online application or any other activity during the last minute.
- iv. Candidates claiming seat in Delhi "Region" must have passed the qualifying examination (i.e.10+2/Graduation) from any of the institutes/ Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and candidate will automatically lose the right to the seat in his bonafied region if not available at the time of cancellation of seat.

III. REGISTRATION AND SUBMISSION OF COUNSELLING PARTICIPATION FEE:

- i. Candidate have to Register and have 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 have to be paid by the candidate and are non-refundable.
- ii. For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <https://ipu.admissions.nic.in> and select the option for "payment of counselling participation fee", enter Registration details viz Application No., Date of Birth and Mobile Number etc.
- iii. After submission of the details, the candidate will get option of Online payment:
Net Banking /Credit Card and Debit Card.
- iv. The candidates are required to check the status of Registration/ Counselling Participation Fee payment on the website (<https://ipu.admissions.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.
- v. 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.
- vi. 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.
- vii. In case of any problem regarding payment of Registration/ Counselling Participation Fee, non availability of fee confirmation receipt on the website within the specified time as mentioned in point 4, candidate can contact Helpdesk of University to resolve the issue.
- viii. Submission of Registration and Counselling Participation Fees is just a part of the counselling process; just payment of these fees does not entitle the candidate to admission.

IV. CHOICE FILLING/EDITING:

- i. Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
- ii. After registration, candidate 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.
- iii. Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
- iv. Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the 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 <https://ipu.admissions.nic.in>.
- v. 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.
- vi. Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent rounds of counselling.
- vii. The candidates are also advised to fill choices/preferences, then save the same and then take the print out of the saved choices/preferences to be retained for future reference.

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3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

V. RESULT / ALLOCATION OF SEATS IN EVERY ROUND:

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.

- i. All such candidates, as listed below, will not be considered for allotment of seat:
 - a) Candidates who have not paid the counselling participation fee,
 - b) Paid the counselling participation fee but not registered or vice versa,
 - c) Paid the counselling participation fee and registered but not filled choices/preferences.
 - d) Candidates who were allotted a seat in any round but did not pay the part academic fees of ` 60000/- shall not be considered in subsequent round of counselling.
 - e) Any other condition as defined by the communication of the University.
- ii. Results can be checked by the candidate through his/her account login given during the registration process.
- iii. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
- iv. 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.
- v. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 60,000/- 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.
- vi. Candidate can pay the admission fee against the provisionally allotted seat through Online option which are same as in case of the Counselling Participation Fee.
Through Net Banking/Credit Card/Debit Card.
- vii. Candidate can print
 - i. Provisional Allotment Letter
 - ii. Proof of payment of Part Academic Fee Payment receipt of Rs.60,000/ will be available in candidates profile-

It will be available only for the respective round within the specified period.
- viii. Candidates will be allotted seat on the basis of Choices filled and availability of seat at his/her rank in preferred choices. It is to inform that the seat allotted through Online Counselling on the basis of Choices/Preferences filled by candidate will be binding and there will be no claim of the candidate on the previous allotted choice if new choice has been allotted to him/her.

VI. REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE/USS:

The following documents are required at the time of Reporting to the Institute/College/USS:

- a) IP Online Registration Form
- b) Four passport sized photographs (same as that in Application form)
- c) NIMCET 2023 Score/Rank Card.
- d) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- e) Mark-sheets / Certificates of qualifying examination:
- f) 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.
- g) 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.
- h) 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 given in Admission Brochure 2023-24.
- i) Copy of Online Reserved Categories verification slip.
- j) Reserved Category Certificate:

Note:

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3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
4. 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 2023-24 for updates.

All reservation category candidates who are seeking admission in reserved category in SC / ST / OBC/DEF/PWD/ 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 Defence Category candidates, in addition to all the documents, shall also bring Appendix 1 duly completed. The appendices are available in Admission Brochure 2023-24.

- k) 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.
- l) Application regarding age or any other relaxation with necessary approval (if necessary).
- m) 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.
- n) Respective USS and all affiliated colleges shall ensure that the candidate(s) who are claiming seats in the particular reserved category must have valid certificate to substantiate their claim towards allotment of that particular reserved category seats.
- o) Proof of payment of Part Academic Fee Payment receipt of Rs. 60,000/- will be available in candidates profile.

IMPORTANT NOTE:-

a) Details of Balance Academic Fee to be paid at the time of reporting:

(i) In University School of Studies:

Titled "Online Collection of Various Fees" providing links for Balance Academic Fee to be submitted by the candidate admitted in University School of Studies through counseling during the Academic Session 2023-24.

Office of Deans of University School of Studies shall verify all the documents and credentials of the admitted candidates to ensure correctness of the seat so allotted to him/her and then advise the candidate to submit the Balance Academic Fee through the link provided in the aforesaid notice. The candidate shall download the Fee Receipt of Balance Academic Fee and submit to their respective Deans to complete Student Admission File in University School of Studies.

Ref: Sub Point 14.1 of Chapter 14 regarding Fee Structure for Programmes offered in University School of Studies of Chapter 14.

The link for payment for all other programmes of USS <https://payments.billdesk.com/bdcollect/bd:gugosiuni/7174>.

(ii) 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.

- b) The Dean/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.
- c) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- d) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees as paid by the candidate at the time reporting be refunded to the candidates on production of online withdrawal slip, if he/she has applied for withdrawal of admission within stipulated date and time of the notified counseling schedule.
- e) 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 "Chapter 14: Fee Structure" mentioned in Admission Brochure 2023-24 notified on the website, failing which the admission shall be automatically cancelled. The vacant seats after the sliding round of online counselling and

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3. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
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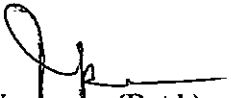
seats vacant due to non-reporting of candidates only shall be considered for spot counselling. All admissions in the University shall be provisional till regularized by the University.

- f) Result Awaited candidates may please see the provisions contained in Admission Brochure 2023-24.

VII. WITHDRAWAL AND FEE REFUND AFTER ONLINE ROUNDS OF COUNSELLING:


- i. 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.
- ii. All candidates who have withdrawn, freezed their seat, not paid the Part Academic Fee of Rs. 60,000/- 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.

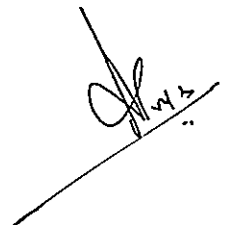
All candidates who wish to participate in the online counselling for admission are advised in their own interest to visit the University website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.


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

Copy to:

1. Controller of Finance, GGSIP University, for information.
2. NIC, for information and needful.
3. AR, Vice Chancellor Sect., 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. Incharge, UITS, to upload on University website.
7. Guard File.


18/11/23
(Dr. Vijay Kumar)
Dy. Registrar (Admissions)



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