



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University established by the Govt. of NCT of Delhi)
Sector-16-C, Dwarka, New Delhi-110078

Notification No. 197 /2024

25

F. No.: IPU-7/Online Counselling/2024/ 758

Dated: 31/07/2024

Schedule for SPOT ROUND 1 COUNSELLING for MBA Programmes : Enrolment for Centralized Online Counselling, Payment of Counselling Participation Fees, Choice Filling, Declaration of Result and Reporting in the allotted college : Academic Session 2024-25

This is for information of all the stakeholders that the University announces the process of SPOT ROUND 1 COUNSELLING for the following Programmes:

Sl. No.	Code	Name of Programme
1.	101	MBA Programmes (Through CAT 2023/ CMAT 2024/ CET 2024)

The Schedule for SPOT ROUND 1 COUNSELLING to fill the seats remained vacant arising due to non-reporting of candidates in their allotted college, unfilled / un-allotted seats, withdrawal etc, is given in the succeeding paras.

I) Who are eligible for Spot Round 1 Online Counselling:

ADMITTED CANDIDATES:

1. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 96,000/- and reported at the allotted college/institute in the notified date & time.

NOT ADMITTED CANDIDATES:

2. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 96,000/- 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was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 96,000/- and subsequently withdrawn as per procedure.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. 96,000/-.
5. A candidate who has not been allotted any seat in any rounds of the Online Counselling.
6. All the candidates
 - i) who have neither paid the Application Fee of Rs. 1500/- nor paid the Counseling Participation Fee of Rs. 1000/-
 - ii) who have paid the Application Fee of Rs. 1500/-, however, not paid the Counseling Participation Fee of Rs. 1000/-
 - iii) who have paid the Application Fee of Rs. 1500/- and Counseling Participation Fee of Rs. 1000/-, however, have not filled choices.
7. All 'Not Admitted' candidates.
8. Allotted candidates who had chosen Freeze / Float options

II) Spot Round 1 Counselling Procedure:

- i) Registration for SPOT ROUND 1 COUNSELLING will be for all CET 2024 qualified candidates/ National Level Test qualified candidates irrespective of his/her registration earlier.
- ii) All the already Registered candidates and registering afresh will be allowed to login after accepting the terms and conditions of SPOT ROUND 1 COUNSELLING.
- iii) CANDIDATES DESIROUS OF PARTICIPATING IN THE SPOT ROUND 1 COUNSELLING ARE REQUIRED TO FILL FRESH CHOICES. All choice/preferences filled in the previous rounds of counselling shall be nullified.

Important Note:

(a) Registration is mandatory for participating in SPOT Round.

(b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.

- iv) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto Sliding Round, if participating in the SPOT ROUND 1 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 Sliding Round, if participating in the SPOT ROUND 1 and if any of the new preferences filled is allocated to them in the Spot Round of Counseling then, the candidate SHALL BE ABIDE TO TAKE THE NEW ALLOCATED SEAT AND THEY WILL NOT HAVE ANY CLAIM ON THE PREVIOUS SEAT.

III) Registration for SPOT ROUND 1 Online Counselling:

(a) For CAT 2023 Qualified Candidates:

S. No.	Category	Activity	Starting Date	Closing Date
1.	<u>Payment of Counselling Participation fee :</u>	Such candidates are required to register and pay the online application fee of Rs.1,500/- (Non- Refundable); Enrol for Centralized Online Process for SPOT Counselling along with Counselling Participation Fee of Rs.1,000/- (Non-Refundable) also Pay Spot Round Registration Fee Rs. 500/- through Net Banking/Credit Card and Debit Card through Net Banking/Credit Card and Debit Card.	01.08.2024 (11:00 am)	05.08.2024 (02:00 pm)
	a). [In respect of candidates who have not filled Online Application Form of GGSIPU earlier as per notified dates.]			
	b). [In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non- Refundable)],			
c). [In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- & Rs. 1000/- (Non-Refundable)],	Such candidates are required to again register and pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	01.08.2024 (11:00 am)	05.08.2024 (02:00 pm)	

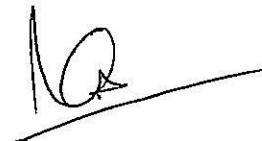
(b) For CMAT 2024 Qualified Candidates :

S. No.	Category	Activity	Starting Date	Closing Date
1.	<u>Payment of Counselling Participation fee :</u>	Such candidates are required to register and pay the online application fee of Rs.1,500/- (Non- Refundable); Enrol for Centralized Online Process for SPOT Counselling along with Counselling Participation Fee of Rs.1,000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card through Net Banking/Credit Card and Debit Card.	01.08.2024 (11:00 am)	05.08.2024 (02:00 pm)
	a) [In respect of candidates who have not filled Online Application Form of GGSIPU earlier as per notified dates.]			
	b). [In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non- Refundable)],	Such candidates are required to Enrol for Centralized Online Process for SPOT Counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card.	01.08.2024 (11:00 am)	05.08.2024 (02:00 pm)

Important Note:

(a) Registration is mandatory for participating in SPOT Round.

(b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.



(c) For CET 2024 Qualified Candidates:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates whose name appeared in Common Merit List Rank 2024 of GGSIP University but HAVE NOT PAID Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay the counseling participation fee of <u>Rs. 1000/-</u> (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	01.08.2024 (11:00 am)	05.08.2024 (02:00 pm)

IV. FILLING OF CHOICES/PREFERENCES:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable), paid Counselling Participation fee Rs. 1000/- (Non-Refundable) and also paid SPOT-1 registration fee of Rs. 500/- (as applicable)	Filling of Fresh choices	01.08.2024 (02:00 pm)	05.08.2024 (11:59 pm)

V. Verification of Documents in respect of newly registered Candidates of Reserved Category (i.e. SC/ST/OBC/JKM/PWD/DEFENCE/JAIN MINORITY/ SIKH MINORITY/ EWS /MUSLIM/ARMY etc) will be carried out by the University.

VI. TENTATIVE DATE FOR DECLARATION OF RESULT OF SPOT ROUND 1 COUNSELLING: 06.08.2024.

VII. PROCEDURE TO BE FOLLOWED AFTER DECLARATION OF RESULT OF SPOT ROUND 1 OF ONLINE COUNSELLING:

Sl. No.	Activity	Starting Date	Closing Date
1.	<u>IN CASE OF SEAT ALLOTMENT</u> Payment of Part Academic Fee of Rs. 96,000/- only through NET Banking/Credit Card/Debit Card	After declaration of result of Round Spot 1	09.08.2024 (02:00 pm)
2.	Printing of Provisional Seat Allotment	After declaration of result of Round Spot 1	09.08.2024 (02:00 pm)

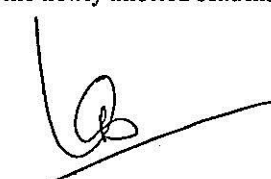
MANDATORY REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	<u>MANDATORY REPORTING AT THE ALLOTTED COLLEGE</u> <u>Reporting of candidates to the allotted USS/institute/college</u> All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2024-25.	07.08.2024 (11:00 am to 04:00 pm)	09.08.2024 (11:00 am to 04:00 pm)
2.	<u>Withdrawal of Admissions</u>	After Declaration Result of SPOT-1	09.08.2024 (upto 11:30 pm)

Important Note:

(a) Registration is mandatory for participating in SPOT Round.

(b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.



Important Note:

- a) All the candidate are hereby informed that who have been allotted seat in the previous rounds of online and had paid the Part Academic Fee and wish to participate in the SPOT ROUND 1 online Counselling their Part Academic Fee 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 counseling need not to pay the Part Academic Fee again.
- b) Admitted Candidates who are allotted an upgrade Seat in the SPOT ROUND 1 online Counselling needs to pay an additional amount of Rs. 5000/- at the newly allotted Institute at the time of Physical Reporting.
- c) 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. All the affiliated colleges are directed to comply with this direction.

1. GENERAL INSTRUCTIONS:

- (a) The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2024-25 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- (b) 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 and Bank detail in which amount to be refunded in case of withdrawal of admission. 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.
- (c) 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.
- (d) It is important to mention here that the seats for OBC Category and EWS Categories are only and only in the University Schools of Studies and government institutions.
- (e) A candidate belonging to any sub-category is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of CET 2024.

2. REGISTRATION AND SUBMISSION OF COUNSELLING PARTICIPATION FEE:

- (a) Candidate have to Enrol for Centralized Online Process of Counselling 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.
- (b) For depositing the Counselling Participation Fee, the candidate has to visit the GGS P University admission website <https://ipu.admissions.nic.in> and select the option for payment. Net Banking /Credit Card and Debit Card.
- (c) The candidates are required to check the status of Enrolment for Centralized Online Process for Counselling / 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.
- (d) 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.
- (e) Enrolment for Centralized Online Process of Counselling and payment of Counselling Participation Fees is just a part of the counselling process; the same does not entitle the candidate for admission.

IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION.

1. Clarification for Admissions in Reserved Category: Admission will be permissible to qualified candidates in any programme in the following conditions:-

Important Note:

- (a) Registration is mandatory for participating in SPOT Round.
- (b) If seat in upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.



- (a) If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST categories, then admission is permissible under Delhi Reserved category.
 - (b) If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.
 - (c) If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST reservation
 - (d) 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.
2. There shall be horizontal reservation irrespective of region for the Sub-Category PWD and Defence.

Categorization of Categories

GENPWD/GENDEF/OBCPWD/OBCDEF/SCPWD/SCDEF/STPWD/STDEF

- (a) A candidate belonging to any sub-category is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of NLT/CET.
 - (b) The Defence and PWD reservation shall be in all categories in a horizontal manner.
3. In reference to Chapter 6 of Admission Brochure 2024-25 and University Notification no. 16 dated 15.07.2020 as uploaded on the website i.e. www.ipu.ac.in and www.ipu.admissions.nic.in , and in continuation to 3(a) above, also the candidates are hereby informed that Scheduled Caste, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will only be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
4. It is mandatory for the candidates to upload the required reserved categories certificate (s) at the time of the Online Registration or at the time of Online Enrolment for participation in Centralized Counselling for claiming admission in a reserved category seat and under no circumstances the request of the candidate shall be entertained for considering his/her candidature in reserved category without bonafide certificate uploaded. It is re-iterated that 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 candidate himself/herself and not in favour of respective parents/guardians.
5. (a) 27% seats are reserved only for candidates holding "OBC CERTIFICATE (DELHI)" digitally signed and OBC Certificate issued to original residence of Delhi prior to 1993 belonging to the list of OBC castes in Delhi issued by Competent Authority of Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued for "Applying for appointment to Post under Govt. of India" or issued by any other state government will not be accepted under any circumstances. "OBC CERTIFICATE" issued by a Competent Authority of Delhi to an individual on the basis of OBC Certificate of his/her parents from another state will not be accepted for claiming a seat under OBC Category. Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2024. It is mandatory to submit the Non Creamy Layer Certificate issued after 31st March, 2024 for claiming Reservation against OBC Category.

Important Note:

- (a) Registration is mandatory for participating in SPOT Round.
- (b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.




(b) Where OBC caste Certificate is issued on or before 31.03.2024, in that case, Candidates must upload a valid OBC-NCL certificate along with OBC certificate. The OBC NCL Certificate should be mandatorily be issued on or after 01.04.2024 and should be in consonance with OBC certificate uploaded.

6. To claim Defence Category the candidates are mandatorily required to upload Appendix 1 i.e. **UNDERTAKING FOR DEFENCE CATEGORY** of Part F (uploaded on the University Website as UG/PG Appendices) duly completed in original and signed by the Competent Authority.
7. All the candidates who furnish PWD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of 'The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and Outside Delhi-seats (based on the location of their qualifying exam).
8. There is no OBC reservation at Master Level Programme.
9. To claim Minority the candidates are required to upload Appendix 3(A) i.e. **UNDERTAKING FOR SEEKING ADMISSION IN MINORITY QUOTA** For Academic Session 2024-25 of Part F (uploaded on the University Website as UG/PG Appendices) duly completed in original and signed by the Competent Authority. Candidates belonging to SIKH minority will also submit appendix 3(B) or equivalent certificate issued by Delhi Sikh Gurdwara Parbandhak Committee.
10. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be uploaded by the candidates at the time of online registration for counselling/ admission.
11. To claim ARMY benefit specifically to get admission in Army Institute, candidates, in addition to Appendix 1 are also required to upload Appendix 9(A)/9(B)/9(C) of Part F, whichever is applicable.
12. Reservation for EWS category is applicable only in University School of Studies and Govt. Colleges affiliated with GGSIPU. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable. Reservation for EWS category is applicable for Un-reserved Category Candidate only. Candidates claiming reservation for SC/ST/OBC Category will not be considered for reservation under EWS Category. EWS Certificate should be issued after 31st March, 2024 stating valid for year 2024-25.
13. At the time of document verification, if the document verification officer raises any query, the candidate must respond in online mode (through candidate portal) within the stipulated time. Failure to respond to the query (ies) on time will lead to forfeiture of his/her right to claim reserved category and shall be considered as a General Category Candidate for allotment of seat.
14. It is the sole responsibility of the candidate to check the online portal at regular intervals of time and respond to queries (if any) without fail within the stipulated time.
15. Reserved 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 reserved category entitlement and will automatically be converted to General Category as per University rules.
16. 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.
17. 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.
18. In case of refund of fee/withdrawal of admission, amount after deduction will be refunded to the candidate in the bank details as filled by themselves during online registration. No request for change of bank details will be entertained at later stage.
19. Candidates are advised to keep their login credentials, i.e. login Id and password, strictly confidential to avoid any misuse /fraudulent activity at any stage during the counselling process.
20. **The following documents are required at the time of Reporting to the allotted institute/college:**
 - a) Four passport sized photographs (same as that in admit card)
 - b) CET Rank Card/Merit Order and CET Admit Card 2024.
 - c) NLT Score/Rank Card and NLT Admit Card 2024.
 - 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.

Important Note:

(a) Registration is mandatory for participating in SPOT Round.

(b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.



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 as detailed above Para.

i) Online Registration Form 2024

j) Copy of Online Reserved Categories verification slip.

k) Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD 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 as detailed above Para.

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) Proof of payment of Part Academic Fee Payment receipt of Rs.96,000/ will be available in candidates profile.

Important Note:-

- a) **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) Institutes are required to submit a certificate within two days to the Academic Branch after the reporting schedule of a particular Round of counselling stating that all documents (i.e. qualifying exam eligibility, reserved category certificate, NLT/CET score card etc) of allotted candidates in their USS/Institute have been verified and they are found eligible (including remaining part academic fees) and thereafter all the candidates after a particular round of counselling have been shown reported on the NIC portal by the concerned USS/Institute and that there is not even a single Student being allowed to attend classes who has not been allotted any seat after a particular round of counselling.
- e) **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 as notified by the University.

All candidates who have registered and who wish to participate in the Centralized Online Counselling for admission in various Programmes for Academic Session 2024-25 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. Candidates are also advised to please refer Admission Brochure for Academic Session 2024-25.

(Prof. Udayan Ghose)
Director, In-Charge (Academic)

Copy to:

1. Controller of Finance, GGSIP University, for information.
2. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
3. AR, Registrar, GGSIP University, for information of Registrar.
4. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
5. Guard File.

(Dr. Vijay Kumar)
Deputy Registrar (Academic)

Important Note:

(a) Registration is mandatory for participating in SPOT Round.

(b) If seat is upgraded in SPOT Round the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.