



# GURU GOBIND SING INDRAPRASTHA UNIVERSITY

(A State University established by Govt. of NCT of Delhi)

Sector-16 C, Dwarka Delhi – 110078

F.No.GGSIPU/IPCSD/2024/845

Dated: 31.07.2024

## SCHEDULE OF COUNSELLING/ADMISSION SESSION: 2024-25

### **GRAPHIC DESIGNER (Short Term Skill Development Certificate Course): OFFLINE COUNSELLING**

Venue of Counselling: IPCSD, Atal Incubation Centre, 3<sup>rd</sup> Floor  
Guru Gobind Singh Indraprastha University,  
Sector 16 C, Dwarka, New Delhi-110078.

1. All the candidates, who have applied for the programme Graphic Designer , who names has been shortlisted, shall report in person for counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below. Details are as below:

| Date of Counselling/Admission | Verification of Documents and Allotments of Seat  | Sanctioned Seat Intake |
|-------------------------------|---|------------------------|
| 08.08.2024                    | All the candidates for the programme Graphic Designer shall report in person for counseling for 'Verification of Documents' and for 'Allotment of Seats'. | 30                     |

**Note : Allotment of Seats will stop as and when the seats get filled up.**

2. **Eligibility Criteria for Programme Graphic Designer:**  
Admission to Graphic Designer program will be on merit of the marks secured in your 10+2 examinations.
3. **Fee:**  
Bank Draft(s) of Rs.25500/- (Rs.25,000/- towards Seat Acceptance Fee plus Rs.500/- (**Non-Refundable**) towards Registration fee is required at the time of counselling in favour of **Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi**. The candidate will write his name, date of admission, phone, address, mobile no, name of the programme, on the back of the Bank Draft(s).
4. **Documents Required for Verification and Allotment of Seats (alongwith a set of photocopies):**
  - a) Four passport sized photographs.
  - b) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)

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- c) **Mark-sheets / Certificates of qualifying examination:** 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.
- d) **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-F in Admission Brochure 2024-25 (As per Appendix 5).
- e) 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.

5. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission. If it is found at any stage during the entire period of the programme that the candidate does not fulfill the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against his/her and entire fee will also be forfeited.

  
(Dr. S. L. Bhandarkar)  
Nodal Officer (IPCSD)

**Copy to:**

1. Controller of Finance, GGSIPU, for kind information and needful.
2. Controller of Examinations, GGSIPU for kind information
3. Finance Officer, GGSIPU with the request to depute an official at the counselling venue for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
4. Prof. Ajay Singholi, USAR with request to attend the Counselling.
5. Dr. Nikhilesh Sharma, USDI with request to attend the Counselling.
6. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
7. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
8. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
9. AR to Registrar, GGSIPU for information of Registrar.
10. Guard file.

  
(Sh. Jitesh Kumar Mehra)  
Assistant Registrar (IPCSD)