

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A STATE UNIVERSITY ESTABLISHED BY GOVT. OF NCT OF DELHI"

SECTOR-16 C, DWARKA DELHI – 110078

Website: www.ipu.ac.in

F. No. IPU-7/ (USLA)/Offline Counseling/2025/

Dated: 06-08-2025

SCHEDULE OF OPEN HOUSE COUNSELLING

ADMISSION SESSION: 2025-26

BA in Liberal Arts (CET Code-451): OFFLINE COUNSELLING

Venue of Counseling: Room No., 412 & 413, C-Block,
Guru Gobind Singh Indraprastha University, Sector 16 C,
Dwarka, New Delhi-110078.

The candidates must read the complete schedule and ensure their presence

1. The CET qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2025, shall report in person for Open House Counselling for 'Verification of Documents' and 'Allotment of Seats' at the venue for counselling on the date and time mentioned below, as per their Category and Rank. Details are as below:

Date	Category of Candidates	Time
12.08.2025	<u>AII CET 2025 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR "Army Category".</u>	10:00 AM
	** Army seats available only at Army Institute of Education, Noida.	
	*** Seats of Army Quota will be distributed irrespective of Defence Priority.	10:30 AM
	<u>AII CET 2025 QUALIFIED CANDIDATES</u> From RANK 1 to 500	
	<u>AII CET 2025 QUALIFIED CANDIDATES</u> From RANK 501 onwards	2:00 PM

The seat will be allotted on All India Basis without any regional distribution and any reserved category.

Note- * Allotment of Seats in Open House Counselling will stop as and when the seats get filled up. Please refer the enclosed seat matrix list for availability of seats.

** CUET counseling will be held for vacant seats as per availability after completion of open house counseling.

- Allotment of Seats will stop as and when the seats get filled up.

1. Eligibility Criteria for Programme-BA in Liberal Arts (CET Code- 451)
As mentioned in UG Admission Brochure 2025-26.

2. Offline Counselling Procedure

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure' Part-A, Admission Brochure 2025-26.

3. Fee

Bank Draft(s) of Rs. 96,000/- (Ninety Six Thousand Only) towards Counseling Participation Fee is required at the time counseling 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, CET Rank and CET Roll Number on the back of the Bank Draft(s). Balance fee (if applicable) shall be paid by the candidate at the allotted institute.

Documents Required for Verification and Allotment of Seats (alongwith a set of photocopies):

- a) Four passport sized photographs
 - b) CET Rank Card/Merit Order of CET-2025 (copy)
 - c) CET-2025 Admit Card (in original) 2025.
 - d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2025-26.
 - e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2025-26.
 - f) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
 - g) 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.
 - h) 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.
 - i) Army Institute of Education:
Candidate claiming seats in Army Institute of Education shall produce Appendix 9(A)/9(B)/9(C) whichever is applicable.
 - 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-F in Admission Brochure 2025-26 (As per Appendix 5).
 - k) Result Awaited: candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2025-2026.
 - l) Reserved Category Certificate in addition to Appendix 10:
The candidates seeking admission under reserved categories, must have to mandatorily bring the entitled supporting certificate in his/her name. The Candidates for further details **must read Chapter 6 (Reservation Policy)** of respective Admission Brochure 2025-26.
 - m) 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.
 - n) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (if necessary).
 - o) 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.
4. 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. Before filling-up the verification slip at the time of verification of documents/counselling/allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2025-26. 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.

Or

5. **Seat Matrix:** Seat Matrix to be displayed at the time of Counselling.

6. **Procedure for Open House Counselling**

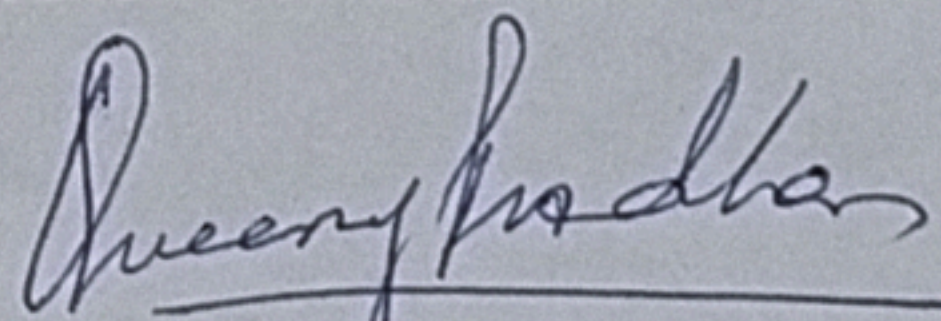
- a) **The Open House Counselling** will commence from rank one onwards for programmes and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling and second counseling will also be permitted to attend the Open House counselling.
- b) A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late during the process of counseling and seats are vacant, he/she may be considered for allotment of a seat available at that point of time provided he/she had not taken admission earlier.

7. **Reporting:** All candidates are to report in USLA immediately after counseling.

DATE AND TIME OF WITHDRAWAL OF ADMISSION

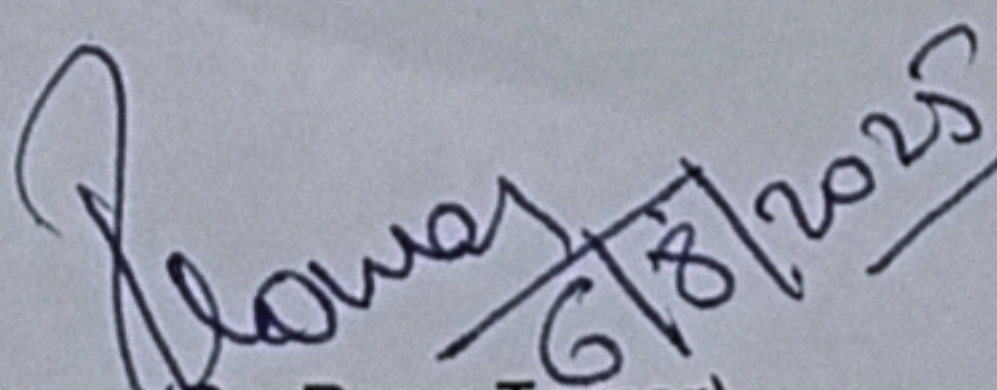
Last Date of Withdrawal is 25.08.2025 till 5:00 PM from B.A. (Liberal Arts) (CET Code- 451) programme. The candidate must submit filled and signed appendix 11, i.e., form for withdrawal of Admission of Part F of Admissions Brochure 2025-2026 in the Academic Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078. A proper receipt for withdrawal will be issued in lieu thereof. It is once again informed that the request for withdrawal has to be made in the Academic Branch, GGSIPU only and in the prescribed format necessarily.

All the candidates who wish to participate in the Offline Counselling for admission in above mentioned Programme for Academic Session 2025-26 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 2025-26 for more details.


(Prof. Queeny Pradhan)
Dean (USLA)

Copy to:

1. Controller of Finance, GGSIPU, for kind information and needful.
2. Director Incharge, Admission for 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. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
5. In-charge, UITs, with the request to upload the schedule of Counselling on University's website.
6. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
7. AR to Registrar, GGSIPU for information of Registrar.
8. Guard file.


(Dr. Renu Tomar)
Assistant Registrar, USLA