



## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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



F. No. IPU-7/ DI(Academic)Offline Counselling/2025/ 1183

Dated: 20/08/2025

### SCHEDULE OF 2<sup>nd</sup> COUNSELLING FOLLOWED BY OPEN HOUSE ADMISSION SESSION: 2025-26

**For Admission to Master of Occupational Therapy (Neurology)**

**(CET Code-108): OFFLINE COUNSELLING**

Venue of Counselling: Guru Gobind Singh Indraprastha University,  
Sector 16 C, Dwarka, New Delhi-110078.

1. All the CET qualified candidates, whose names appeared in the merit list of Master of Occupational Therapy (Neurology) programme (CET Code 108), drawn on the basis of CET 2025, shall report in person for 1<sup>st</sup> counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Details are as below:

Date	CATEGORY	Time
25.08.2025	<b><u>"Verification of Documents and Allotments of Seats"</u></b> All the CET qualified candidates, whose names appeared in the merit list of Master of Occupational Therapy (Neurology) programme (CET Code 108), shall report in person for 2 <sup>nd</sup> counseling for ' <b>Verification of Documents</b> ' and for ' <b>Allotment of Seats</b> ' irrespective of region and category <b>From Rank 1 onwards</b>	11:00 Am
	<b><u>OPEN HOUSE Counselling, if required</u></b>	12:00 noon

- a) Allotment of Seats will stop as and when the seats get filled up.
  - b) A candidate belonging to any sub-category (PWD & Def) is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of CET.
  - c) The conversion of seats reserved for SC, ST to General Category shall be done only after the completion of 2nd counselling for the reserved categories and no such conversion will be allowed during the 1st counselling.
2. **Seat Allocation in Delhi and Outside Delhi Region**  
For clarification on Region i.e. Delhi or Outside Delhi, candidates may please refer to the Chapter 5: 'Seat Allocation', Part-A, Admission Brochure 2025-26.
  3. **Reservation Policy**  
Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2025-26.
  4. **Eligibility Criteria for Programme- MOT(N)**  
Pass in Bachelor of Occupational Therapy (BOT) with 50% marks in aggregate from a recognized University.

## 5. Offline Counselling Procedure

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

## 6. Fee

Bank Draft(s) of Rs. 96000/- is required at the time 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, 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) **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).
- j) **Result Awaited:** candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2025-26.
- k) **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.

In case the candidate is claiming the seat reserved for DSC/DST/DOBC category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST/OBC certificate issued by the Competent Authority of Govt. of NCT of Delhi only.

For claiming reservation on a seat reserved for Defence Category, the candidate must have to bring the duly filled and signed **Appendix 1** of Admission Brochure 2025-26 by the competent authority as mentioned in Admission Brochure 2025-26.

Reserved Category Candidates who fail either to bring documents as per notified schedule or whose documents are not in order **will forfeit his/her right for the reserved category claimed** and will automatically be converted to General Category as per University rules.

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/OBC/EWS/KM must bring their reservation certificate (the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of

- respective parents/ guardians) in original along with the self-attested photocopy of the certificate for claiming seat against the reserved category.
- 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) There is no OBC and EWS seats in self-financed and minority institute.
  - 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.
7. 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.
8. **Seat Matrix:** Vacant Seat Status will be displayed at the time of Counselling.
9. **Procedure for Second Counselling**
- a) Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard.
  - b) The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling against the resultant vacancies.
  - c) Candidates who attended the first counselling and paid the counselling processing fee of Rs. 1000/- shall not be required to pay the counselling processing fee to participate in the 2nd counselling.
  - d) Candidates who did not attend the first counselling or did not pay the counselling processing fee of Rs. 1000/- shall be required to pay the counselling processing fee to participate in the 2nd counselling.
  - e) 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.
  - f) A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
  - g) Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
  - h) The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counselling, within the ambit of the programmes/institutes included in the specific Programme Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time, (subject to availability of seats) or else he/she will not be allowed to exercise this option and shall forfeit the right of

change of programme/institute for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.

- i) A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
- j) The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling. Candidates once enrolled in the University at the end of counselling will not be considered for admission through Management Quota.
- k) The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
- l) Open House Counselling / spot counselling: Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) in order of merit. The seat(s) shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has reported for counselling on that day. A transfer fee of Rs. 5000/- shall have to be deposited by the candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2nd counselling schedule or otherwise.
- m) De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice Versa: Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa for the programmes for which offline counseling will be done during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counselling

**10. Reporting:** All candidates are advised to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

**11. FEE REFUND:-**

Refer Chapter 12 of Admission Brochure 2025- 26.

Rest of the terms and Conditions will remain same as notified in PG Admission Brochure 2025-26 and 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](http://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. Udayan Ghose)  
Director- Incharge (Academic)

**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. 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. Vijay Kumar)  
Deputy-Registrar (Academic)