



Guru Gobind Singh Indraprastha University

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

Sector-16-C, Dwarka, New Delhi-110078

Academic Branch



F. No. IPU-77/DI(Academic)/Offline Counselling/2025/ 1268

Dated: 29/08/2025

SCHEDULE OF SPECIAL ROUND OF OFFLINE COUNSELLING FOR THE ACADEMIC SESSION 2025-26 through CAT 2024/ CMAT 2025/ CET 2025/ CUET 2025 in respect of MBA Programmes for the Academic Session 2025-26

1. This is for information of all the candidates that the "Special Round of Offline Counselling" will be carried out for the Seats Remained Vacant, for the given below programmes

S. No.	Name of the Programme	CET Code
1.	<u>MBA Programmes</u>	101

2. Special Round of Offline Counselling will be conducted only for "NOT ADMITTED" candidates in various Programmes. It is stated that the candidates should not be in possession of a seat (in that particular programme where one is desirous of seeking admission) as on 25/08/2025 (including who have withdrawn through online mode only). Candidates withdrawing thereafter will NOT BE TREATED as "NOT ADMITTED" candidate. Candidates who have already taken admission in the Management Quota in affiliated Institute/College shall not be considered in the Special Round of Offline Counselling.
3. Document required at the time SPECIAL ROUND OF OFFLINE Counselling
 - a. Candidates who have not registered earlier for MBA PROGRAMME CODE 101 on NIC portal are required to bring DD of Rs.2,500/- Application Fee (Non Refundable). in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi (FOR CAT 2024 & CMAT 2025 Qualified Candidates ONLY)
 - b. In addition to above Bank Draft(s) of Rs. 96,000/- towards part academic fee is required, which is mandatory 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 Application Number on the back of the Bank Draft(s). Balance fee (if applicable) shall be paid by the candidate at the allotted institute. (FOR CAT 2024/ CMAT 2025/ CET 2025/ CUET 2025 Qualified Candidates)

NOTE: THE FEE OF Rs. 96000/- IF PAID DURING THE COURSE OF ONLINE COUNSELLING PROCESS SHALL NOT BE ADJUSTED DURING THIS ROUND. THE FEE PAID EARLIER WILL BE REFUNDED SEPARATELY. HENCE, IT IS MANDATORY TO BRING THE DEMAND DRAFT FOR OBTAINING SEAT IN THIS ROUND OF COUNSELLING.

- c. Duly and duly signed Admission verification form (Appendix 6) of Part F of Admission Brochure 2025-26
 - d. Duly and duly signed Preference sheet (Appendix 11A) of Part F of Admission Brochure 2025-26.
 - e. Four passport sized photographs
 - f. CET Rank Card/Merit Order and CET Admit Card 2025.
 - g. NLT Score/Rank Card and NLT Admit Card 2025.
 - h. Online Registration Form 2025
 - i. CUET Registration Form 2025 of GGSIPU showing payment proof of Rs. 2500/-, wherever applicable.
 - j. 10th class passing certificate as Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
 - k. Mark-sheets / Certificates of qualifying examination (12TH/UG/PG/etc, whichever is applicable (Original and Photocopy)
 - l. Physical Fitness Certificate (Appendix 5) of Part F of 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.
4. During the course of Special Round of Offline Counselling, the allotment of seats shall be carried out irrespective of region and category on All India basis.
 5. The conduct of the Special Round of OFFLINE Counselling is to facilitate those candidates only who have not been able to get admission for certain reasons in the Online Counselling Process held so far.
 6. Physical presence of the candidate is mandatory at the time of Offline Counselling, except for medical reasons.
 7. During the special Round of OFFLINE Counselling, the University shall ensure that allotment of seats in respective programme in any USS/College/Institute is purely on merit basis and in accordance with CAPPING/CUTOFF determined through Online Counselling of the respective programmes/stream of respective college to ensure NO rank violation with respect to admitted candidates.
 8. College once allotted in this Round of Counselling will not be changed subsequently.
 9. Seats will be allotted in the order of priority i.e. CAT/CMAT/CET/CUET.
 10. It will also be the sole responsibility of the candidate to ascertain and make sure that he/she possesses the requisite eligibility and qualifications prescribed for admission in a particular course.

11. Programme wise schedule is given below


VENUE: D BLOCK SEMINAR HALL, GGSIP UNIVERSITY, DWARKA CAMPUS					
Verification of documents & preparation of CAT 2024 Merit List (NOT REGISTERED CANDIDATES) (FOR CAT 2024 ONLY)					
Date	Prog. Code 101	NLT/ CET/ CUET	Category	From	To
10.09.2025	MBA	CAT 2024	CAT 2024 Qualified Candidates, but not registered earlier	10:00 a.m.	11:30 a.m.
Verification of documents & Allotment of Seats					
Date	Prog. Code 101	NLT/ CET/ CUET	Category	Rank	Time
10.09.2025	MBA	CAT 24	CAT 2024 Qualified Candidates, who have status "Not Admitted" #	Rank 01 Onwards	12:30 p.m.
10.09.2025	MBA	CMAT 25	CMAT 2025 Qualified Candidates, who have status "Not Admitted" #	Rank 01 Onwards	03:00 p.m.
11.09.2025	MBA	CET	CET 2025 Qualified Candidates, who have status "Not Admitted"	Rank 01 to 750	10:00 a.m.
11.09.2025	MBA	CET	CET 2025 Qualified Candidates, who have status "Not Admitted"	Rank 751 Onwards	12:00 Noon
11.09.2025	MBA	CUET	CUET 2025 Qualified Candidates, who have status "Not Admitted"	Rank 01 Onwards	03:00 p.m.

Freshly registered candidates & candidates registered earlier will be merged together for preparation of Merit and Seats will be allotted on merit.

12. **MANDATORY REPORTING AT THE ALLOTTED COLLEGE:**

Candidates are directed to report in person to the allotted USS/institute/college with immediately alongwith the requisite documents and balance fee (if any) to be deposited to the allotted USS/institute/college.

All Candidates 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.


 (Prof. Udayan Ghose)
 Director- Incharge (Academic)

Copy to:

1. 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.
2. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
3. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.

4. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
5. AR to Registrar, GGSIPU for information of Registrar.
6. Guard file.



(Dr. Vijay Kumar)
Deputy Registrar (Academic)