



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-7/ DI(Academic)Online Counselling/2025/ 1270

Dated: 29/08/2025

**ONLINE COUNSELING SCHEDULE FOR SPOT ROUND-1 (ONLINE LAST ROUND)
FOLLOWED BY SPECIAL ROUND OF OFFLINE COUNSELLING
FOR THE ACADEMIC SESSION 2025-26**

Name of Programme: MCA/MCA (SE) Programme (Code 105) (Through NIMCET 2025/ CET 2025)

KEY POINTS

1. PLEASE READ THE SCHEDULE COMPLETELY AND CAREFULLY SO THAT THE CANDIDATES DO NOT MISS ANY IMPORTANT POINT.
2. ALL THE CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO VISIT THE UNIVERSITY WEBSITE WWW.IPU.AC.IN AND [HTTPS://IPU.ADMISSIONS.NIC.IN](https://IPU.ADMISSIONS.NIC.IN).
3. PLEASE FOLLOW THE SCHEDULE METICULOUSLY AS THE DATES AND ACTIVITIES ARE VERY SWIFT.
4. IMPORTANT – IMPORTANT: DOCUMENTS VERIFICATION WILL BE AT THE ALLOTTED INSTITUTIONS AT THE TIME OF REPORTING.
5. IT IS REITERATED THAT IT IS THE SOLE RESPONSIBILITY OF THE CANDIDATES TO ENSURE CORRECTNESS OF THEIR REGION / CATEGORY, VALIDITY OF RESERVED CATEGORY CERTIFICATES.
6. SEATS IF UPGRADED IN A PARTICULAR SPOT ROUND WILL HAVE TO BE ACCEPTED BY THE CANDIDATE. FURTHER, IN ANY CASE, THE SEAT PREVIOUSLY ALLOTTED COLLEGE / STREAM WILL NOT BE RETAINED.
7. RESERVED CATEGORY CERTIFICATE(S) VALIDITY: Annexure A (List of Scheduled Castes that will be valid for claiming seats in Delhi Category seats issued by the GNCT of Delhi).
8. Clarification on Region and the applicability of the certificates have been given in succeeding paras.
9. Timelines mentioned in the schedule (or if revised by the University) have to be adhered to by the candidates, the University will not be responsible for any loss of seat due to any reason whether non-payment of fees, correctness of the Region, validity of the certificates. TO AVOID CONGESTION ON THE WEBSITE PLEASE PAY FEE AT THE EARLIEST.
10. Reiterated that the ALLOTMENT WILL BE MADE IN THE CLAIMED CATEGORY AND REGION, INITIALLY AS CLAIMED BY THE CANDIDATES. DOCUMENTS WILL BE CHECKED SUBSEQUENTLY IN THE RESPECTIVE ALLOTTED USS/AFFILIATED INSTITUTE. SO, IT BECOMES MORE IMPORTANT FOR THE CANDIDATES TO ENSURE CORRECTNESS OF HIS/HER DETAILS. SEAT ALLOTTED DUE TO WRONG REGION / DEFICIENCY REGARDING VALIDITY IN RESERVED CATEGORY DOCUMENTS WILL BE CANCELLED.
11. If a candidate up-graded his/her seat during spot rounds of online counseling in any reserved category from GENERAL Category and his/her documents found not as per prevailing rule & regulation of University, in that

case his/her previous round allotted/reported WILL NOT BE RETAINED and THAT WRONGLY CLAIMED SEAT WILL ALSO BE CANCELLED.

12. IN ANY CASE, THE CANDIDATES' WISH TO CHANGE THEIR REGION / CATEGORY, THEY WOULD APPLY PHYSICALLY IN PERSON IN THE UNIVERSITY. HOWEVER, the candidates, if allotted a seat in a particular reserved category will be required to submit a valid certificate at the time of reporting in the allotted college.

13. Part Academic Fee paid in one particular programme WILL NOT BE ADJUSTED in other programme(s).

14. IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION.

- i. Clarification for Admissions in Reserved Category: Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - (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. (Refer para 2 below for further clarification for DSC 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. For OPEN SC HOODING, please refer para x below.
- ii. In reference to Chapter 6 of Admission Brochure 2025-26 and University Notification no. 16 dated 15.07.2020 as submit/uploaded on the website i.e. www.ipu.ac.in and www.ipu.admissions.nic.in. 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. (Refer to Annexure A attached.)
- iii. To claim Defence Category the candidates are mandatorily required to submit/upload Appendix 1 i.e. **UNDERTAKING FOR DEFENCE CATEGORY** of Part F (submit/uploaded on the University Website as UG/PG Appendices) duly completed in original and signed by the Competent Authority.
- iv. 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).
- v. To claim Minority the candidates are required to submit/upload Appendix 3(A) i.e. **UNDERTAKING FOR SEEKING ADMISSION IN MINORITY QUOTA** For Academic Session 2025-26 of Part F (submit/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.
- vi. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be submit/uploaded by the candidates at the time of online registration for counselling/ admission.
- vii. To claim ARMY benefit specifically to get admission in Army Institute, candidates, in addition to Appendix 1 are also required to submit/upload Appendix 9(A)/9(B)/9(C) of Part F, whichever is applicable.
- viii. 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, 2025.

ix. 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 along with marksheet, certificate from the University imparting open / distance education certifying the location of the study Centre to be submitted.

- x. Reserved Category Candidates who fail either to bring/submit/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.
- xi. 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.
- xii. 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.
- xiii. 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.

15. Detailed Schedule follows

- i. All the candidates whose name appeared in the respective National Level Test(s) / Common Entrance Test(s) conducted by the University Merit List are hereby informed about the procedure to be followed by the candidates for ONLINE SPOT ROUND(S).
- ii. SPOT Round-1 of Online Counselling will be carried out for the **Seats Remained Vacant** after Sliding Round; withdrawal of admission; cancellation of allotted seat; un-allotted seats and non-reporting of the candidates in their respective allotted Colleges etc.in various University School of Studies/ Affiliated Institutes/Colleges in various Programmes during the Academic Session 2025-26.
- iii. The names of the programmes are given below, for which online spot round of counselling shall be carried out by the University.

Sl. No.	Code	Name of Programme
I.	105	MCA/MCA (SE) Programme (Through NIMCET 2025/ CET 2025)

16. Spot Round Procedure:

i) ALL ADMITTED CANDIDATES AND NON ADMITTED CANDIDATES ARE ELIGIBLE FOR THIS SPOT ROUND OF ONLINE COUNSELLING.

Note : The candidates who have already registered with GGSIPU may use their existing user id and password to login for SPOT Round registration. The need not create new login id.

- ii) Registration for SPOT Round will be for all CET 2025 qualified candidates/ National Level Test qualified candidates irrespective of his/her registration earlier.
- iii) All the already Registered candidates and registering afresh will be allowed to login after accepting the terms and conditions of SPOT Round.
- 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 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 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, are required to pay Rs. 5000/- (if upgraded in every round) and they will not have any claim on the previous seat.
- vi) **If a candidate up-graded his/her seat during spot rounds of online counseling in any reserved category from GENERAL Category and his/her documents found not as per prevailing rule & regulation of University, in that case his/her previous round allotted/reported WILL NOT BE RETAINED and THAT WRONGLY CLAIMED SEAT WILL ALSO BE CANCELLED.**
- vii) In addition to above, the eligibility/ correctness of documents of the allotted candidates shall also be verified by the respective allotted college/ institute at the time of Physical Reporting. If at that stage, the allotted candidate fail to

produce the requisite documents against his/her claimed allotment, his/her allotment shall be cancelled with immediate effect.

viii) 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/Sub 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 such programme shall be cancelled and all the fees paid will be forfeited.

ix) Candidates, who are willing to participate in SPOT-I online counseling are required to refer given below schedule:

(a) For NIMCET 2025 Qualified Candidates:

S. No.	Category	Activity	Starting Date	Closing Date
1.	Payment of Counselling Participation fee : a). [In respect of candidates who <u>have not</u> filled Online Application Form of GGSIPU earlier as per notified dates.]	Such candidates are required to register and pay the online application fee of Rs. 2,500/- (Non-Refundable) and also pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Online Spot Counselling.	05.09.2025 (11:00 am)	06.09.2025 (11:00 pm)
	b). [In respect of candidates who have already filled Online Application Form and paid Rs. 2,500/- (Non- Refundable) <u>but not</u> registered for participation in online counseling of GGSIPU earlier as per notified dates.]	Such candidates are required to register for participation in online counseling and also pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2025 (11:00 am)	06.09.2025 (11:00 pm)
	c). [In respect of candidates who have filled Online Application Form and paid Rs. 2,500/- (Non-Refundable) and also registered for participation in online counseling of GGSIPU earlier as per notified dates.]	Such candidates are required to again register and also pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2025 (11:00 am)	06.09.2025 (11:00 pm)

(b) For CET 2025 Qualified Candidates:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	a). [In respect of candidates who have already filled Online Application Form and paid Rs. 2,500/- (Non- Refundable) <u>but not</u> registered for participation in online counseling of GGSIPU earlier as per notified dates.]	Such candidates are required to register for participation in online counseling.	05.09.2025 (11:00 am)	06.09.2025 (11:00 pm)

x) CANDIDATES DESIROUS OF PARTICIPATING IN THE SPOT-I COUNSELLING ARE REQUIRED TO FILL FRESH CHOICES AS GIVEN SCHEDULE (NIMCET & CET)

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have filled online Application form, paid the requisite application fee of Rs. 2500/- (Non-Refundable) and also paid SPOT registration fee of Rs. 500/- (As applicable).	Filling of choices (compulsory for allotment of seat)	05.09.2025 (11:00 am)	06.09.2025 (11:59 pm)

17. DATE FOR DECLARATION OF RESULT OF SPOT-1 OF ONLINE COUNSELLING: 08.09.2025

18. PROCEDURE TO BE FOLLOWED AFTER DECLARATION OF RESULT OF SPOT-1 OF ONLINE COUNSELLING:

Sl. No.	Activity	Starting Date	Closing Date
1.	IN CASE OF SEAT ALLOTMENT 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	10.09.2025 (02:00 pm)
2.	Printing of Provisional Seat Allotment	After declaration of result of Round Spot-1	10.09.2025 (02:00 pm)

Reporting of candidates to the allotted institute/college			
Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	MANDATORY REPORTING AT THE ALLOTTED COLLEGE <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 2025-26.	09.09.2025 (11:00 am to 05:00 pm)	10.09.2025 (11:00 am to 05:30 pm)
2.	<u>Withdrawal of Admissions</u>	After Declaration Result of SPOT-1	10.09.2025 (upto 11:59 pm)

Note: For ensuring faithful obedience of time schedule and also keeping in view the limited time available for conducting counselling, all participating institutes/colleges are directed to treat all Saturdays/Sundays and Gazetted Holidays as working days.

19. SPECIAL ROUND OF OFFLINE COUNSELLING WILL BE HELD TENTATIVELY ON 12.09.2025, FOR THE SEATS REMAINED VACANT AFTER SPOT ROUND-1, IF ANY, FOR THE ACADEMIC SESSION 2025-26. A SEPARATE DETAILED SCHEDULE WILL BE DISPLAYED ON UNIVERSITY WEBSITE TENTATIVELY ON 11.09.2025.

20. Special Round of Offline Counselling will be conducted only for "NOT ADMITTED" candidates. It is stated that the candidates should not be in possession of a seat as on 10.09.2025 (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.

Important Note:

- This is continuation to Para 3.4 of UG/PG Admission Brochure 2025-26, it is pertinent to mention there that Appendix 4 was only applicable for those candidates, whose result have not been declared by the Board/University up till now.
- Candidates, who have uploaded Appendix 4 but have compartment in class 12th exam/back in any exam of any semester are not eligible to take admission.
- Some of the Candidates have been provisionally verified during online verification. But now, at the time of physical reporting, Institutes are directed to verify their documents carefully and in case, anyone found having compartment/back and had uploaded Appendix 4 are not eligible to take admission.

21. Following Documents are required at the time of Reporting to the allotted institute/college (Original and Photocopy):

- Four passport sized photographs
- CET Rank Card/Merit Order and CET Admit Card 2025.
- NLT Score/Rank Card and NLT Admit Card 2025.
- Online Registration Form 2025
- Online Generated Allotment Letter 2025
- Online Generated Candidate Profile Letter 2025.
- Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- Mark-sheets / Certificates of qualifying examination (12th/UG/PG/etc, whichever is applicable):
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.
- 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 along with marksheets, certificate from the University imparting open / distance education certifying the location of the study Centre to be submitted.

j) Physical Fitness Certificate.

k) Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/ etc 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/.

22. Important Notes FOR COLLEGES AND UNIVERSITY SCHOOLS OF STUDIES

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 colleges are advised to please check the eligibility first and then ask the candidates to pay the Balance Academic Fee to the candidates.

c) 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.

d) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.

e) Institutes are required to submit a certificate within two days to the Academic Branch after the reporting schedule of a particular Round of counseling 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 academic fees) and thereafter all the candidates after a particular round of counseling 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 counseling.

f) **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.

23. Rest of the terms and Conditions shall remain same as notified in the Admission Brochure 2025-26. All the candidates are advised in their own interest to visit the University website www.ipu.ac.in and <https://ipu.admissions.nic.in> for regular updates. Candidates are also advised to please refer Admission Brochure for Academic Session 2025-26.

(Prof. Udayan Ghose)

Director- Incharge (Academic)

Copy to:

1. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
2. AR, Registrar, GGSIP University, for information of Registrar.
3. All Principal/Director, Self Financing Institutes affiliated to GGSIP University for information and needful.
4. Incharge, UITS, GGSIP University to upload on the University Website.
5. PRO, GGSIP University to display Schedule on the University's Notice Board(s).
6. Guard File.



(Dr. Vijay Kumar)

Deputy Registrar (Academic)