

10

COUNSELLING/ADMISSIONS

1. For the programmes for which Common Entrance Tests are being conducted, the **University will prepare a list of qualified candidates** separately for each Test Code in order of merit based on the marks obtained by the candidates in the said Tests. The result of Common Entrance Tests will be displayed on the University's Website (www.ipu.ac.in) on the dates specified in **para 6 of Chapter 6**. The University will declare inter-se-ranks for qualified candidates **only**. No separate intimation will be sent to the candidates in this regard. All the admissions will be made through two counsellings to be conducted by the University as per the procedure prescribed in subsequent paragraphs, strictly on the basis of inter-se-merit of the qualified candidates. **There will be no Group Discussion and Interview for deciding the inter-se-merit for any programme. There will be no third counselling.**

2. VENUES AND SCHEDULE OF FIRST COUNSELLING/ADMISSION

TEST CODE	PROGRAMME	VENUE OF COUNSELLING	COMMENCEMENT OF FIRST COUNSELLING AT 9.30 a.m.
19	<ul style="list-style-type: none"> B.Tech. / M.Tech. (Dual Degree) (IT, CSE & CE) B.Tech. (Information Technology, Computer Science & Engg., Electronics & Communication Engg., Mechanical & Automation Engg., Power Engg., Electrical & Electronics Engg., Civil Engg. and Instrumentation & Control Engg.) 	Guru Gobind Singh Indraprastha University, Kashmere Gate, Delhi-110 403	04.07.2008 (Friday)
20	<ul style="list-style-type: none"> Lateral Entry to B.Tech. (Engineering/ Technology) programmes (2nd yr/3rd semester) for Diploma Holders 	HMR Institute of Technology & Management Hamidpur, G.T. (Karnal) Road, Delhi-110 036	08.07.2008 (Tuesday)
21	<ul style="list-style-type: none"> Lateral Entry in B.Tech for B.Sc. Graduates 	HMR Institute of Technology & Management Hamidpur, G.T. (Karnal) Road, Delhi-110 036	08.07.2008 (Tuesday)
22	<ul style="list-style-type: none"> B.Tech./M.Tech. (Dual Degree) (Bio-Technology) 	Guru Gobind Singh Indraprastha University, Kashmere Gate, Delhi-110 403	01.07.2008 (Tuesday)

3. PROCEDURE FOR ADMISSION THROUGH FIRST COUNSELLING

(i) Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed at 5.00 p.m. on the University's Website (www.ipu.ac.in) one week prior to commencement of counselling as indicated above. List of institutions along with the intake in the respective programme/s will be notified on the University's Website before the commencement of counselling.

(ii) The candidates should report at the notified venue, date and time for counselling/admission **in-person** along with the documents mentioned in **Chapter 14**. On reaching the venue, the candidates **must mark the Attendance**. **Allotment of seats to the candidates will be made only when he/she attends the counselling session in person.**

(iii) Firstly, the candidates will be called in order of merit/rank and shall have to produce the required documents for verification. Depending upon the merit, the seats will be offered to the candidates as per availability at that point of time. Each candidate

- will have to choose a seat out of those available when his/her turn comes.
- (iv) Admission Officer will give a duly signed Admission Slip after the deposition of the full fee by the candidate. **No candidate should leave the venue of counselling without receiving the Admission Slip.**
- (v) 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 or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time.
- (vi) A candidate who is allotted a seat will be required to pay **full fee** as mentioned in **Chapter 13** immediately **on the spot** at the time of counselling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. **Part payment or payment through cash/cheque will not be accepted under any circumstances.**
- (vii) **The students admitted in first counselling would NOT be allowed to change the programme/institute during the subsequent days of first counselling.** However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes included in the specific Test 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. **No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.**
- (viii) The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Provisionally admitted candidates are further advised to carefully check suffix (P) to their enrolment number printed in the Admission Slip.
- (ix) Admissions will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on University's Website. Parents/candidates are advised to check University's Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
- (x) The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only during the 2nd counselling and **no such conversion will be allowed during the 1st counselling.** However, while converting the seats during 2nd counselling, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after completing this exercise, the conversion of the reserved category seats to general category shall be effected.
- (xi) **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota:** Seats reserved for Outside Delhi Category will be converted to Delhi Category during 2nd counselling after exhausting the list of all qualified Outside Delhi Category candidates. It is clarified that no such conversion will be allowed during 1st counselling.

4. WITHDRAWAL OF ADMISSION AFTER FIRST COUNSELLING AND REFUND OF FEE

- (i) The candidates after getting admission in first counselling will be **allowed to withdraw the admissions upto 5.00 p.m. of 11th August, 2008.** All the requests for withdrawal of admission in the prescribed proforma (Appendix-9) are to be submitted at the **Reception Counter, Academic Branch, Room No.108, Administrative Block, Guru Gobind Singh Indraprastha University, Kashmere Gate, Delhi-110403.** A proper receipt for withdrawal will be issued. The candidates will be required to surrender the original Admission Slip issued at the time of Counselling/Admission (BOTH COPIES) while applying for withdrawal of admission. **No request for withdrawal of admission would be entertained without both copies of admission slip.**

- (ii) In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the candidates will be refunded the fee after deduction of Rs.1,000/-.
- (iii) **No request for withdrawal of admission will be entertained after 5.00 p.m. of 11th August, 2008 unless it reaches the Academic Branch at Room No.108, Administrative Block, Guru Gobind Singh Indraprastha University, Kashmere Gate, Delhi-110403. Any dropout after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.**

5. ADMISSION THROUGH SECOND COUNSELLING

- (i) 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 14th August, 2008 at 5.00 p.m. on the University's Website as well as on its Notice Board. The Second Counselling for all the programmes will tentatively be held at the same venue. No separate communication will be sent in this regard. It may be noted that the Academic Session of the University would start on 1st August, 2008.
 - (ii) The second counselling will commence from rank one onwards for all categories/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 will also be permitted to attend the second counselling.**
 - (iii) 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 or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time **provided he/she had not taken admission earlier.**
 - (iv) **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).**
- (v) 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 Test 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. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University. **However, this change of programme/institute will be allowed only if the candidate reports on the scheduled date and time. If he/she does not report on the scheduled date and time, then the right of change of programme/institute shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible.**
 - (vi) 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.
 - (vii) 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.
 - (viii) The rest of the procedure for Second Counselling shall remain the same as for the first counselling.
 - (ix) **A candidate taking admission in the second counselling will not be entitled to withdraw the admission. In case a candidate drops out after taking admission in the second counselling, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second counselling only if he/she intends to pursue the programme.**
 - (x) If any vacancy(ies) arise after second counselling

due to any reason, the same shall not be filled-up by the University or the concerned colleges/ institutes and will be treated as lapsed seats.

- (xi) After the Second Counselling is over and the admissions are made by the University **there will be no Third Counselling and no admission will be made by the University or the Institutes thereafter.**
- (xii) IT IS MADE AMPLY CLEAR FOR THE BENEFIT OF THE CANDIDATES THAT EXCEPT FOR MANAGEMENT QUOTA, ANY ADMISSION MADE DIRECTLY BY ANY INSTITUTE/COLLEGE WILL BE CONSIDERED ILLEGAL AND UNAUTHORIZED AND UNIVERSITY WILL NOT ISSUE ANY ENROLMENT NUMBER TO ANY SUCH CANDIDATE(S). ALSO, UNIVERSITY WILL NOT CONDUCT ANY EXAMINATION IN RESPECT OF SUCH CANDIDATES. **STUDENTS AND PARENTS WILL BE SOLELY RESPONSIBLE IF THEY TAKE**

ADMISSION IN ANY AFFILIATED COLLEGE/ INSTITUTE DIRECTLY.

- (xiii) The list of students on close of admissions after the second counselling shall be treated as final list of admissions and the same shall be displayed on the website of the University (www.ipu.ac.in).
- (xiv) The Academic Session would commence w.e.f. August 1, 2008. All the candidates who get admission in First Counselling must report to their respective Institutes /University Schools on 1st August, 2008 and those who take admission in the 2nd counselling, shall report to their respective Institutions/University Schools on the day following the day of the admission.

Note : It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statues, Ordinances and Regulations framed there under.