

Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

GGSIPIU/Counselling Schedule/CET-199/2017/22430

July 21, 2017

NOTIFICATION

Schedule of 2nd Counselling / Admission 2017-18
M.Phil (Psychiatric Social Work) Programme, CET Code-199

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

1. All the CET qualified candidates, whose names appeared in the merit list, prepared on the basis of CET-2017, shall report **in person** for 2nd Counselling for 'Verification of Documents' and 'Allotment of Seats', at the venue of Counselling on the date and time mentioned below as per their Category and Rank.

Verification of Documents and Allotments of Seats

Date	Category of Candidates	Time
For 'Verification of Documents' and 'Allotment of Seats' as per the ranks and region given below :-		
26.07.2017 (Wednesday)	All CET qualified candidates irrespective of CET Ranks and Region	10.00 A.M
	Open House Counselling, if required For all CET qualified candidates seeking admission against seats reserved as per Rank 1 onwards, Irrespective of their region (Subject to availability of seats)	11.00 A.M

Important:

- The Defence (5%) and PWD (5%) reservation shall be in all categories in a horizontal manner. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR-PWD, SC-PWD & ST-PWD remain vacant, they shall be reverted to the parent category during the 2nd Counselling.
- The conversion of seats reserved for SC, ST to General Category shall be done only after the completion of last counselling for the reserved categories. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to

SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.

- **Allotment of Seats will stop as and when the seats get filled up.**
- **The provision for reservation in OBC category is not applicable for Post Graduation / Master Level programmes.**

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 2017-18.

Note:

The candidates who have passed the qualifying examination through Distance / Open Education system of any recognized University / Board and fail to provide the proof of his / her study centre being located in Delhi shall not be considered for Delhi region seats, and shall be considered for admission in the Outside Delhi Region.

3. Reservation Policy

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2017-18.

4. Eligibility Criteria for Programmes M.Phil (Psychiatric Social Work), CET Code-199

Minimum educational requirement for admission to this course will be M.A degree in Social Work from a University recognized by the UGC with a minimum of 55% marks in aggregate. For SC/ST category, minimum of 50% marks in aggregate is essential, as per GOI. Candidates with MA degree by correspondence course, part-time course or by distance education are not eligible.

5. Result Awaited Candidates

Result Awaited candidates may please refer to Clause 3.8, Chapter-3: 'Syllabus of Common Entrance Tests', Part-A, Admission Brochure 2017-18. They shall be admitted on an Undertaking, to be given at the time of counselling. The format of Undertaking is available as Appendix 5, Part-B, Admission Brochure 2017-18.


6. Fee Structure for Programme

S.No.	Fee Head	Amount (Rs.)
1	Counselling Processing Fee (One Time Non Refundable)	Rs. 1,000/-
2	Fee Payable at the time of admission / Counselling	Rs. 20,000/-
3	Total	Rs. 21,000/-

* Balance Fee as notified by the University shall be paid by the Candidate at the time of joining the allotted Colleges.

Note:

- a) The college / Institute (both Govt. as well as Self Financing institutions) will be also be responsible to ensure refund of security deposit to any such student(s) of their college / institute, who withdraw / cancel his / her admission any time during the programme (for details and further information).



7. Documents Required for Verification and Allotment of Seats:

- a. CET-2017 Admit Card in original.
- b. CET -2017 Rank Card
- c. Bank Draft(s) of Rs. 21,000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his / her 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).
- d. Four passport sized photographs (same as that in admit card)
- e. Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Part B of Admission Brochure 2017-18.)
- 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-B in Admission Brochure 2017-18 (As per Appendix 6).

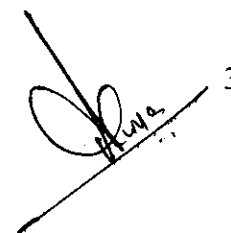
j. Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / JKM must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category.

The candidates belonging to Defence Category are hereby directed to bring all necessary documents (in original) and a copy of the same duly attested, for claiming reservation benefits. Further, the candidates seeking admission under Defence category are advised to bring signed copy of the Appendix 1, Part B of Admission Brochure, 2017 (Uploaded on University Website).

k. 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.

l. Application regarding age or any other relaxation with necessary approval (if necessary).

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Note

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 fulfills all eligibility conditions as laid down in the respective Admission Brochure for the session 2017-18. 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. Instructions to be followed at the time of 2nd counseling 2017-18

- a) The students, who have been admitted during 1st counseling in any category, will not be allowed to change their category in 2nd Counselling.
- b) 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.
- c) 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.
- d) **The conversion of seats reserved for SC, ST, DEF, PWD, Minority, etc. to General Category shall be done only after completion of 2nd counselling for the reserved category in case of offline counselling. However, while converting the seats during 2nd counselling, any unfilled seat(s) reserved for ST Category will be offered first 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.**
- e) **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa:**
In the Offline Counselling, 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). Thereafter, seats remaining vacant shall be converted into general category.



9. **Seat Matrix:** To be displayed at the time of Counselling.

10. **Withdrawal of Admission during/after 2nd counselling:**

The candidates must refer to Refund Policy of the University uploaded on 09.03.2017 at the University website vide reference no. GGSIPU/Admissions/2017/19103 dated 01/03/2017.

A candidate, who has taken admission at the time of 1st counselling, and then he withdraws his admission shall not be considered for admission in the 2nd counselling.

11. **Commencement of Academic session 2017-18:**

The Academic Session of the University shall commence as notified for Academic Session 2017-18.


(Dr. Nitin Malik)

Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information
2. Controller of Examinations (O), GGSIPU for kind information
3. Finance Officer, GGSIPU with the request to depute an official 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 Server Room, 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. SO to Pro Vice Chancellor, GGSIPU for information of Pro Vice Chancellor
8. AR to Registrar, GGSIPU for information of Registrar
9. Admission Branch, Reception Counter.
10. EDP section of Admissions Branch.
11. Guard file.


Asstt. Registrar (Admissions)