



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-78

F. No. IPU/Admissions/Counselling/2017-18/BOT/ 26913

Dated: 03/11/17

SCHEDULE OF 2nd COUNSELLING/ADMISSION SESSION: 2017-18 (BACHELOR IN OCCUPATIONAL THERAPY) PROGRAMMES UNDER CET CODE 194

DATE OF COUNSELLING / ADMISSIONS : Monday, 09th November 2017

VENUE : GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI – 110078

COLLEGE/INSTITUTE CONDUCTING BOT: ISIC INSTITUTE OF REHABILITATION SCIENCES,
SECTOR C, VASANT KUNJ, NEW DELHI – 110070.

The candidates must read the schedule carefully.

- All the eligible (CET 2017 qualified) candidates, shall report in person (as per their category and rank) for verification of documents and for allotment of seats at the venue of counselling. Details are as below:

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 :-		
09.11.2017	All CET qualified candidates seeking admission irrespective of Region & Category from Rank 01 onwards	11:00 A.M.
	OPEN HOUSE COUNSELLING (IF REQUIRED)	12:00 NOON

Important:

- A candidate belonging to any sub-category is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of CET.
- Allotment of Seats will stop as and when the seats get filled up.

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 Programme BOT

Pass in 12th class of 10+2 of CBSE or equivalent with a minimum aggregate of 50% marks in Physics, Chemistry and Biology provided the candidate has passed in each subject separately. A candidate also must have passed in English (core or elective or functional) as a subject of study in the qualifying examination.

5. Result Awaited Candidates

No result awaited candidates shall be admitted in BOT programme on any undertaking.

6. Fee Structure for Programme

Sl. No.	Name of Course	Total Fee to be paid at the time of counseling (Rs.)
1.	BOT	41000/-*

* Includes Rs. 1000/- as Counselling Participation Fees (Non Refundable)

No candidate shall be granted admission without the demand draft of requisite fee, as mentioned above.

Balance fee, if any, shall be paid by the admitted candidates, directly in the allotted college.

Note:

- a) *The college/institute (both Govt. as well as Self Financing institutes) will be exclusively responsible to ensure refund of security deposit to any such student(s) of their college/institute, who complete their degree.*
- b) *The college/institute (both Govt. as well as Self Financing institutes) 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.*

7. **Documents Required for Verification and Allotment of Seats:**

- a) Bank Draft(s) of required amount 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).
- b) Four passport sized photographs (same as that in admit card)
- c) CET-2017 Admit Card in original.
- d) Copy of Admission verification form (Appendix 4A in Part B of Admission Brochure 2017-18).
- e) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy).
- f) 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.
- g) 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.
- h) 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 (Appendix 6 in Part-B of Admission Brochure 2017-18).
- i) Reserved Category Certificate:
All reservation category candidates who are seeking admission in reserved category in SC/ST/DEF/PWD must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category.
- j) 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.
- k) Application regarding age or any other relaxation with necessary approval (if necessary).

8. **Tentative Seat Matrix:** As on date i.e. the following vacancies/seats are available (including the remaining seats after 1st counseling and withdrawals received).

Category	ISIC Institute of Rehabilitation Sciences, Vasant Kunj
DGEN DEF	1
DGEN PWD	1
DSC	3
ODGEN	2
TOTAL	7

The candidates may please see the vacancy position. Seats in PWD and Defence categories are reserved horizontally in all the categories such as GEN, SC, ST. A candidate claiming a particular seat, shall be required to furnish all the valid certificates of those particular categories. E.g. a candidate claiming a seat in DGEN DEF must have completed his qualifying examination from Delhi, having relevant Defence documents. If some seats remain vacant in this sub category, shall first be reverted to the parent category during the second counseling.

The final seat matrix shall be displayed at the time of counselling.

5% seats in Defence Category and 3% in PWD/PH Category are reserved (horizontally) in every Region / Category. Admission Brochure 2017-18 may please be referred for the Defence Priorities (I TO VII) and the required Appendices, which shall be required at the time of seat allotment. For PWD/PH category the candidates shall submit the requisite certificate issued from the competent authority. Candidates claiming PWD/PH seats may please refer to the University's notification GGSIPU/Admissions/2017/21659 dated 03.07.17.

9. Procedure for 2nd Counselling/Admission:

- a. A candidate, who has taken admission at the time of 1st counselling, and then he / she withdraws his/her admission will not be considered for admission in the 2nd counselling.
- b. The Second Counselling will commence from rank 1 (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 are also permitted to attend the second counselling as per their rank.
- 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 during the process of counselling, he/she may be considered for allotment of a seat available at that point of time of his/her reporting.
- d. No change shall however, be permitted for a programme for which a separate Entrance test has been conducted by the University. Category change will also not be allowed in 2nd Counselling.
- e. Admission 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 date & time notified in the Counselling Schedule.
- f. A candidate, who fails to exercise the option in person during 2nd 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.
- g. Further, the students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd counselling.
- h. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling.
- i. 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.
- j. The conversion of seats reserved for SC, ST to General Category shall be done only during the 2nd Counselling. While converting the seats during 2nd counselling, any unfilled seat 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.

10. Open House Counselling:

Counselling on the Open Day will be held only if any seat(s) remains vacant. The said seat(s) will be offered on this day to the qualified candidate(s) in order of merit as per his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.




Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

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.

11. Withdrawal of Admission

All the refund applications shall be processed in accordance with the Refund Policy 2017-18, notified by the University vide its Notification, No. GGSIPU/Admissions/2017/26740 dated October 31, 2017. The same is available on University website <http://www.ipu.ac.in/pubinfo/feepolicy311017.pdf>. All the candidates are requested to note the same and withdrawal will be carried out accordingly

12. All the candidates admitted in the Second Counselling, shall report in the allotted college on the next day of admission.


(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information
2. Controller of Examinations, 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. EDP section of Admission Branch.
10. Guard file.


Assistant Registrar (Admissions)