



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sec 16 C Dwarka New Delhi 110078

F. No. IPU-7/Online Counselling/SPOT/MBA/2017/22611

Date: 26/7/2017

The candidates must go through all the details of Admission Brochure 2017-18 thoroughly and read the complete schedule before attending their Spot Round of Counselling.

**SCHEDULE FOR SPOT COUNSELLING (OFFLINE)**  
**PROGRAMME MASTER OF BUSINESS ADMINISTRATION (MBA) CET CODE 101:**  
**ACADEMIC SESSION: 2017-18**

Venue of Spot Counselling: **MAHARAJA SURAJMAL INSTITUTE, C 4 JANAK PURI, NEW DELHI 110058.**

1. All CET qualified candidates desirous of taking admission shall report **in person** for Verification of documents/Counselling/Admission at the venue of counselling; on the date and time mentioned below.

Date	Category of Candidates	Time
28.07.2017	All CET qualified candidates seeking admission from	
	• Rank 1 to 1000	10:00 a.m.
	• Rank 1001 to 1500	02:00 p.m.
29.07.2017	• Rank 1501 to 2500	10:00 a.m.
	• Rank 2501 to 3500	02:00 p.m.
31.07.2017	• Rank 3501 to 4500	10:00 a.m.
	• Rank 4501 onwards	02:00 p.m.

**Documents required at time of Spot Round Counselling**

- a) A copy of "Provisional Admission Slip" from the candidates' login, in case of admitted candidates and proof of submission of Part Academic Fee of Rs. 40000/-.
- b) CET Admit Card of CET-2017 (Photocopy in case of admitted candidates/Original in case of fresh candidates). If original Admit Card/character certificate/medical certificate is submitted at the Designated Centres at the time of Verification of Reserved Category certificates the candidate shall produce the duly attested photocopy of the same.
- c) Copy of Admission Verification Form (duly filled by candidate as per Appendix 4(A) given in Part B in case of new admission in case of fresh admission)
- d) Preference Sheet duly filled by candidate as per Appendix 7 given in Part B in both admitted candidates and fresh admission.
- e) Proof of date of birth (10<sup>TH</sup> Class passing certificate or marksheet) (Original and Photocopy).
- f) **Marksheets/Certificates of qualifying examination**: The candidate will be required to bring the Original Certificates/Marksheets of all the year wise or semester wise in original alongwith self attested photocopies of Certificates/ Mark sheets of qualifying examination.
- g) **For result awaited cases**: Undertaking/Self declaration by the candidate for provisional admission only in case the result awaited (duly filled by candidate as per Appendix 5 given in Part B)
- 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.

Note: FOR SPOT COUNSELLING PROCEDURE, please refer pages no 2 & 3 of this schedule notification.

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) **Medical Certificate:** All the students shall be required to submit a Medical Certificate indicating fitness from a Registered Medical Practitioner as per **Appendix 6** given in **Part-B** in Admission Brochure 2017-18. (**Photocopy in case of admitted candidates/Original in case of fresh candidates**)
- j) **Character Certificate** from Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (not more than 6 months old) (**Photocopy in case of admitted candidates/Original in case of fresh candidates**)
- k) In case, the Degree/ Certificate has been obtained from University/ Board of any other country then an equivalence certificate must be obtained from Association of Indian Universities (AIU) New Delhi prior to attending the counselling.
- l) In case, any of the mentioned documents is/are in any language other than Hindi/ English, then authentic translation in English/ Hindi shall have to be produced duly verified by the Institution. Gazatted Officer by the candidate at the time of counselling. Failure on the part of the candidate to produce the requisite document may result in refusal of admission by the Admission Officer, for which the candidate will be responsible.
- m) *It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil 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 fulfils 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 fulfil 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.*

#### **Fees Payable at the time of Spot Round of Counselling**

⇒ **Fee Payable at the time of Spot Round of Counselling shall be notified separately before 12:00 noon on 27.07.2017**

#### **Eligibility Conditions:**

For Eligibility Conditions & Admission Criteria, Chapter 2 of Part A of Admission Brochure 2017-18 may be referred.

#### **Spot Counselling Procedure as per Part A Chapter 11 of Admission Brochure 2017-18**

1. This round shall be held after completion of the admission process, only for the purpose of filling up vacancies, if any.
2. After completion of all rounds of online counselling 'Spot Counselling' shall be done offline. All eligible candidates desirous of participating in the "Spot Counselling" shall have to pay a counselling (separate) participation fee. The participation fees in the "Spot Counselling" shall be INR 2000/= (non-refundable / transferable).
3. The "Spot Counselling" shall be done for vacancies remaining after reporting of allocated candidates to Schools of Studies / Colleges / institutions allotted (see Section 11.10) and arising during the process of "Spot Counselling" as enumerated below. Since, all



conversions of categories / region-wise divisions are completed in the last round of online counselling (Section 11.8), the spot counselling shall consider all seats to be filled as unreserved.

4. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the spot counselling.
5. Any CET qualified candidates who have not taken admission in the rounds of Online counselling will be eligible to participate in the spot counselling, against the available vacant seat (if any).
6. The candidates who are allotted seat in rounds of online counselling and have paid the part Academic Fee of Rs 40,000/- to confirm admission in any institute/ college and have also reported to the concerned University School of Study / college / institutions will be treated as "admitted" at the time of Spot Counselling. Such candidates, if they desire to participate in the "Spot Counselling" shall be required to pay a transfer fees of INR 5000/=, these candidates shall be considered as per their rank only, if they do not appear at the time of counselling for their rank, they shall not be allowed to participate, moreover, the seats thus vacated by these candidates shall be offered to candidates participating in "Spot Counselling" with lower rank as compared to the candidates thus transferred. For such "transferred" candidates, the part academic fees paid by the candidate of INR 40000/= shall be adjusted during counselling. If a change of institution / college occurs of such candidates, then the institution / college from which the candidate is being transferred shall refund the balance fees paid (if any), that is the component of the fees paid by the candidate at the institution directly to the candidates on application by the candidate, and the candidate shall have to pay the balance fees (if any) of the institution to which the candidate is transferred as per schedule to be notified by the candidates.
7. Any candidate, who was admitted in any round and subsequently withdrawn as per procedure, will be eligible to participate in the Spot Counselling.
8. All "not admitted" candidates will be eligible to participate in the Spot Counselling.

All CET qualified who wish to participate in the offline spot counseling are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in) for regular updates.

**Note:**

**Fee payable at the time of spot round of counselling shall be notified separately before 12:00 noon on 27.07.2017.**

  
Dr. Nitin Malik  
Joint Registrar (Admissions)

Copy to:-

1. Controller of Examination, GGSIP University for information
2. Controller of Finance, GGSIP University for information
3. In-Charge University's Website, with request to upload the schedule of Counselling on University's Web Site.
4. Assistant Registrar to Vice-Chancellor, GGSIP University for information of Hon'ble Vice Chancellor.
5. Assistant Registrar to Registrar, GGSIP University for information of Registrar.
6. Section Officer to Pro Vice Chancellor, GGSIP University for information of Pro Vice Chancellor.
7. Guard File

  
Assistant Registrar (Admissions)

Page | 3

Note: FOR SPOT COUNSELLING PROCEDURE, please refer pages no 2 & 3 of this schedule notification.