



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-78

GGSIU/Counselling Schedule/CET-112/2017/22447
July 21, 2017

NOTIFICATION

Schedule of 2nd Counselling / Admission 2017-18
LL.M (Regular) Programme, CET Code-112

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

As on date i.e. Date of display of 2nd counseling schedule on University website, the following vacancies/seats are available (including the remaining seats after 1st counseling and withdrawals received).

Category	USLLS	VIPS
DGEN	2	2
DST	2	-
DSC	0	8
ODGEN	0	1
TOTAL	04	11

Vacancies, if any further arises, will be made available at the time of counseling.

* Allotment on the horizontal seats shall be carried out as per the guiding lines given in the following paras.

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.
- 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. However, the OBC category candidates shall claim seats in General Category in the order of their rank as per merit, as per their respective regions.

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 LL.M (Regular), CET Code-112

LL.B Degree as required by the Bar Council of India for Enrollment as an Advocate or an equivalent Law Degree from a Foreign University, with not less than 50% marks.

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.)
A.	Counselling Participation Fee (One Time Non Refundable)	1000
B.	Fee payable at the time of Counselling	40000
	Total Payable at the time of Counselling (A + B)	41000

The balance fee, if any, shall be paid in the respective University School / Affiliated College, after allotment of seats.

7. 1) Age Limit:

For all Post Graduate Programmes where entry qualification is **Graduation** the age limit is 35 years.

2) Age Relaxation:

The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme, for more information, please read pg. 46-47, Part A of Admission Brochure 2017-18.

8. Documents Required for Verification and Allotment of Seats:

- Bank Draft(s) of Rs. 41,000/- 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).
- Four passport sized photographs (same as that in admit card).
- Admit Card of CET-2016 (in original).
- Copy of Admission verification form [Copy of Admission verification form (As per Appendix 4A in Part B of Admission Brochure 2017-18)].
- Proof of date of birth (Secondary School Marks Sheet & Certificate) (**Original and Photocopy**).
- 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 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 is given in Part-B of Admission Brochure 2017-18 (As per Appendix 6).**

i) **Reserved Category Certificate:** All reservation category candidates who are seeking admission in reserved category in SC/ST must bring their reservation certificate in original along with the 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 in Defence category are required to bring singed copy of the **Appendix 1, Part B of Admission Brochure 2017** (available on University website).

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 along with the attested photocopy, **not more than 6 (Six) months old.**

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

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

Vacancy Available for 2nd Counselling will be displayed at the time of Counselling/ Admission.

10. **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. The students who take admission in the 1st counselling would be allowed to exercise the option to change the programmes/institute in the 2nd counselling within the ambit of the programmes/institutions included in the specific test code after depositing an additional sum of **Rs. 5000/- (Rupees Five Thousand Only)** in form of a fresh Demand Draft in favour of **Registrar, Guru Gobind Singh Indraprastha University** payable at **Delhi**. However, this change of 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 institute shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible. **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. 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.
- 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.

11. 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.

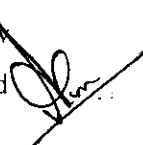
Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

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.

12. 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/2017/19103 dated 1.3.2017. The same is available on University website www.ipu.ac.in. All the candidates are requested to note the same and withdrawal will be carried out accordingly

The refund shall be processed as per the notified Refund Policy 2017-18 of the University. All the requests for withdrawal of admission shall mandatorily be submitted in the prescribed format available in Part B, Admission Brochure 2017-18, (Appendix-8). The same shall be submitted in the Admissions Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078. A proper receipt for withdrawal will be issued in lieu thereof. It is once again informed



that the request for withdrawal has to be made in the Admissions Branch, GGSIPU only and in the prescribed format necessarily.

13. Commencement of Academic session 2017-18:

The Academic session of the University shall commence as per notified schedule for Academic session 2017-18.


(Dr. Nitin Malik)

Joint Registrar (Admissions)

Copy to:

1. Dean, USLLS, GGSIPU, for kind information and to depute 2 Admission Officers, 2 Supporting Staff and 1 MTS for conduct of counseling.
2. Controller of Finance, GGSIPU, for kind information
3. Controller of Examinations, GGSIPU for kind information
4. 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.
5. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
6. In-charge Server Room, with the request to upload the schedule of Counselling on University's website.
7. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
8. SO to Pro Vice Chancellor, GGSIPU for information of Pro Vice Chancellor.
9. AR to Registrar, GGSIPU for information of Registrar.
10. EDP (Admissions Branch).
11. Guard file.


Assistant Registrar (Admissions)