

Admissions Branch

F. No. IPU/Admissions/Counselling/2018-19/M.A.(Eng.) 3177

Dated: 08/06/18

SCHEDULE OF 1st COUNSELLING/ADMISSION SESSION: 2018-19

M.A. (English) –PROGRAMME (CET Code-113)

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

The candidates must read the complete schedule and ensure their presence.

All the eligible (CET 2018 qualified) candidates, whose names appeared in the merit list prepared on the basis of CET, shall report in person for 1st counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Details are as below:

Verification of Documents and Allotments of Seats

Date	Category of Candidates	Time
20.06.2018 (Wednesday)	All CET 2018 qualified RESERVED CATEGORY & SUB CATEGORY Candidates i.e. SC,ST, PH & DEF (PRIORITY WISE) for all CET RANK AND REGION	10:30 A.M.
	All CET 2018 qualified GENERAL CATEGORY candidates (DELHI & OUTSIDE DELHI) from RANK 1 to 100 (Subject to availability of seats)	02:00 P.M.
	All CET 2018 qualified GENERAL CATEGORY candidates (DELHI & OUTSIDE DELHI) from RANK 101 to 250 (Subject to availability of seats)	03:00 P.M.

* Allotment on the horizontal Sub-Category seats shall be carried out as per the guide 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 Defence and PWD 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 2nd counselling for the reserved categories and no such conversion will be allowed during the 1st counselling.

- There shall be no reserved seats for OBC category candidates for Post Graduation/Master Level Programme; hence, they shall be eligible for allotment of seat in UR/GEN category or any other applicable sub-category of the candidate.
- 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 2018-19.

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 2018-19.

4. Eligibility Criteria for Programme under CET Code-113

Graduation in any discipline from a recognized University with aggregate of 50% marks.

5. Result Awaited Candidates

Result Awaited candidates may please refer to Clause 3.7, Chapter-3: 'Syllabus of Common Entrance Tests', Part-A, Admission Brochure 2018-19. 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 2018-19.

6. Fee Structure for Programme:

Sl. No.	Fee Head	Amount (Rs.)
A.	Counselling Participation Fee (One Time Non Refundable)	1000/-
B.	Fee payable at the time of Counseling	70000/-
	Total Fee payable at the time of Counselling (A+B)	71000/-

Balance fees, if any, shall be paid by the candidate directly in the respective allotted University School/Affiliated College, after allotment of seat.

7. Documents Required for Verification and Allotment of Seats:

- a) Bank Draft(s) of Rs. 71,000/- 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).
- b) Four passport sized photographs (same as that in admit card)
- c) CET-2018 Admit Card in original.
- d) CET Rank Card of CET-2018
- e) Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Part B of Admission Brochure 2018-19.)
- 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 2018-19 (As per Appendix 6).
- j) **Reserved Category Certificate:**
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / KM must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. The Defence Category candidates in addition, shall also bring Appendix (1) duly completed. The Appendices are available in Part B of Admission Brochure 2018-19.
- 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).

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

Note:

1. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR-PWD, SC-PWD & ST-PWD) remain vacant during the first counselling, they shall be



again offered to these sub category candidates prior to reverting those seats to the respective parent category during the 2nd Counselling only.

2. The students, who have been admitted during 1st counselling, in any category, will not be allowed to change their category in the subsequent counselling.

9. Withdrawal of Admission

All the refund applications shall be processed in accordance with the Refund Policy 2018-19, as notified in Part D (Chapter 15) of Admission Brochure 2018-19. 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.

Last date of Withdrawal along with the modalities shall be notified on or before the date of counselling. The refund shall be processed as per the notified Refund Policy 2018-19 of the University.


10. **Commencement of Academic session 2018-19:**

The Academic session of the University shall commence as per notified schedule for Academic session 2018-19.

(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Dean, USH&SS, GGSIPU, for kind information.
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, UITS, 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 section of Admission Branch.
11. Guard file.


Assistant Registrar (Admissions)