



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

F. No. IPU/Admissions/Counselling/2018-19/MAHM&MCPHM/ 3710

Dated: 5/7/18

NOTIFICATION

Schedule of 2nd Counselling / Admission 2018-19

Master in Archaeology and Heritage Management (MAHM)&
Master in Conservation, Preservation and Heritage Management (MCPHM) Programmes,
CET Code-141

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.

1. 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 2nd 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 |
|--|--|------------|
| For 'Verification of Documents' and 'Allotment of Seats' as per the details given below :- | | |
| 17.07.2018 | All CET qualified candidates seeking admission against seat reserved for Jammu & Kashmir Migrant. (Subject to availability of seat) | 10:30 A.M. |
| | All CET qualified candidates seeking admission against seats reserved for Outside Delhi Region - PWD Category (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Outside Delhi Region - Defence Category (All Priorities i.e. 1 to 7) (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Outside Delhi Region - ST Category (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Outside Delhi Region - SC Category (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Outside Delhi General Category (Subject to availability of seats) | 11:00 A.M. |
| All CET qualified candidates seeking admission against seats reserved for Delhi Region - PWD Category (Subject to availability of seats) | 11:30 A.M. | |

| | | |
|------------|--|------------|
| 17.07.2018 | All CET qualified candidates seeking admission against seats reserved for Delhi Region - Defence Category (All Priorities i.e. 1 to 7) (Subject to availability of seats) | 12:00 Noon |
| | All CET qualified candidates seeking admission against seats reserved for Delhi Region - ST Category (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Delhi Region - SC Category (Subject to availability of seats) | |
| | All CET qualified candidates seeking admission against seats reserved for Delhi General Category (Subject to availability of seats) | 1:30 P.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) | 2:30 P.M. |

* Allotment on the horizontal Sub-Category seats shall be carried out as per the guidelines 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 programmes and in Private Institutions; hence, candidate 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 MAHM / MCPHM, CET Code-141**

The candidates eligible to apply for the Master Degree Courses should be a Graduate (3 years degree course) in any subject of Humanities, Commerce or Sciences (those appearing in 3rd year final exam may also apply). The student must be a graduate from an Indian or recognized foreign university or have passed an examination recognized as equivalent to a degree and possesses such other qualifications as may be prescribed by the University from time to time.

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 MAHM / MCPHM, CET Code-141**

| S. No. | Fee Head | Amount (Rs.) |
|---|---|-----------------|
| 1. | Institute Fee | 23,200/- |
| 2. | Counselling participation fee (one-time non-refundable) | 1,000/- |
| Total Payable at the time of admission | | 24,200/- |

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:**

- Bank Draft(s) of Rs. 24,200/- 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).
- The students who take admission in 1st Counselling would be allowed to exercise the option to change the programme in the 2nd Counselling within the ambit of the programmes included in the specific CET Code after depositing an additional sum of **Rs. 5,000/-** in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme will be allowed only if the candidate reports on the scheduled venue, date

and time. If he/she does not report on the scheduled venue, date and time, then the right of change of programme shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible.

- c) Four passport sized photographs (same as that in admit card)
- d) CET-2018 Admit Card in original and CET 2018 Result.
- 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).
- m) **REGARDING CORRECTION: IF ANY, BE CARRIED OUT: ATTENTION: All Qualified CET Candidates seeking admission in the programme in Academic Session 2018-19:**
All such CET qualified candidates are hereby once again informed that keeping in larger interest of candidates, who are still approaching the University for correction to be carried out in Date of Birth, Spelling mistake in name or the parent's name or in the Choice of Category claimed for the purpose of availing reservation in the submitted CET form/application and Change of Region and Others etc. they have to submit the request application in physical form along with the copy of fee of Challan of Rs. 500/- submitted in Indian Bank at GGSIP University, Dwarka Sector-16 C. The candidate

must submit the copy of request Application and Challan of Rs. 500/- in physical in the Admissions Branch, GGSIP University, Dwarka, Sector 16-C, New Delhi-110078 on working days between 10:00 a.m. to 04:00 p.m. till start of the conduct of 2nd Counselling.

All concerned may please note that this is an opportunity given to the candidates seeking correction in the details so filled in the CET form.

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

9. **Instructions to be followed at the time of 2nd counseling 2018-19:**

- 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 1st Counselling will also be permitted to attend the 2nd 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.

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

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. The refund shall be processed as per the notified Refund Policy 2018-19 of the University.

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.

NOTE: The candidate who has withdrawn after 1st round of counseling will be allowed to take admission during **Open House Counselling**.

11. **Commencement of Academic session 2018-19:**
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, 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. Bank Manager, Indian Bank, GGSIPU for appropriate as per point no. 7(m).
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)