

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

F. No. IPU/Admissions/Counselling/2018-19/MBA(IT) 3730

Dated: 03/07/18

NOTIFICATION

Schedule of 2nd Counselling / Admission 2018-19
MBA (IT) –PROGRAMME (CET Code-116)

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-2018, 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.

Date	Category of Candidates	Time
10.07.2018 (Tuesday)	All CET qualified candidates seeking admission against seats reserved for Delhi Region - RESERVED CATEGORY Scheduled Tribe (ST) and Schedule Castes (SC) & SUB CATEGORY, PH (PWD) & DEF (PRIORITY WISE I to VII) from Rank 01 onwards. (Subject to availability of seats)	10:30 A.M.
	All CET 2018 qualified candidates seeking admission against seats reserved for Delhi Region- GENERAL CATEGORY & SUB CATEGORY PH & DEF (PRIORITY WISE I to VII) candidates from RANK 1 Onwards (Subject to availability of seats)	12:00 Noon
	All CET qualified candidates seeking admission against seats reserved for Outside Delhi Region - RESERVED CATEGORY Scheduled Tribe (ST) and Schedule Castes (SC) & SUB CATEGORY, PH(PWD) & DEF (PRIORITY WISE I to VII) from Rank 01 onwards. (Subject to availability of seats)	2:00 P.M.
	All CET 2018 qualified candidates seeking admission against seats reserved for Outside Delhi Region- GENERAL CATEGORY & SUB CATEGORY PH & DEF (PRIORITY WISE I to VII) candidates from RANK 1 Onwards (Subject to availability of seats)	3:00 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)	04.00 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.

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- 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-116**

B.E./B. Tech with minimum of 60% marks.

OR

M.Sc. (CS), M. Sc. (IT), M.Sc. (Electronics) with minimum of 60% marks.

OR

MCA with minimum of 60% 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	60000/-
	Total Fee payable at the time of Counselling (A+B)	61000/-

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. 61,000/- 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)
- CET-2018 Admit Card in original.

Handwritten signature

- 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 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, TO 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 Branch 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 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. 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.

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Such candidates, who were absent in the First Counselling will also be permitted to attend the second 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 etc. to General Category** shall be done only after completion of 2nd round of counselling for the reserved category in case of offline counselling. However, while converting the seats during 2nd round of 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:** 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.
9. **Seat matrix will be displayed at time of Counselling/ Admission.**

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 per notified schedule for Academic session 2018-19.


(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information
 2. Controller of Examinations(O), 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)
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5. Incharge 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. Admission Branch, Reception Counter.
10. EDP section of Admission Branch.
11. Guard file.



Geeta Mahajan
Asstt Registrar (Admissions)