



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

F. No. IPU/Admissions/Counselling/2018/MPO/ 3767

Dated: 04/07/18

SCHEDULE OF 2ND COUNSELLING/ADMISSION SESSION: 2018-19

MASTER IN PROSTHOTICS & ORTHOTICS (MPO) Programme (CET Code: 109)

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

The candidates must read the schedule so as to ensure their presence.

1. The qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2018, shall report **in person** for Verification of documents/Counselling/Admission at the venue of counselling; on the date and time mentioned below as per their Category and Rank.

Date	CATEGORY	Time
10.07.2018	All CET qualified candidates, irrespective of Region and Category seeking admission from • Rank 1 onwards	11:00 a.m.
	OPEN HOUSE COUNSELLING	01:00 pm

* 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 Defence (5%) and PWD (3%) 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 converted to the parent category during 2nd counselling.
- The conversion of seats reserved for SC, ST to General Category shall be done only after the completion the 2nd counselling for the reserved categories and no such conversion was allowed during the 1st counselling.
- 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:

- i. 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 ADMISSION**

Pass in Bachelor of Prosthetics & Orthotics programme (BPO) with 50% marks in aggregate from a recognized University

5. **RESERVATION POLICY**

Candidates are advised to refer **Chapter 6 of Part B** of Admission Brochure 2018-19

6. **Documents Required for Verification and Allotment of Seats:**

- a) Bank Draft(s) of Rs. 115,000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his 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 Rank Card of CET-2018
- d) CET Admit Card (in original) 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.

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 MPO programme 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 GGSIP University, Sector 16 C, Dwarka, New Delhi 110078 on working days between 10 a.m. to 04 :00 p.m. till start of the conduct of 2nd counselling.

a. The required certificate(s) for reserved categories/classes will be essential at the time of the counselling/admission and **no provisional admission shall be admissible for want of caste/category certificate from the local competent authority.** Further, the caste/category certificate should invariably be in the name of the candidate himself/herself and not in favour of respective parents/guardians.

7. 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 2018-19. 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.

8. **Fee Structure**

Sl. No	Fee Head	Amount payable at the time of Counselling/Admission
1.	Fee Payable at the time of admission	Rs. 114000/-
2.	Counselling Processing Fee (One Time Non Refundable)	Rs. 1000/-
	Total	Rs. 115000/-

Note:

- The college/institute (both Govt. as well as Self Financing institutes) will be exclusively responsible to ensure refund of security deposit to any such student(s) of their college/institute, who complete their degree.
- The college/institute (both Govt. as well as Self Financing institutes) will be also be responsible to ensure refund of security deposit to any such student(s) of their

college/institute, who withdraw/cancel his/her admission any time during the programme (for details and further information).

9. The Category wise Seat Matrix for the Academic Session 2018-19 will be displayed at the time of allotment of seats at the Counselling Venue.

10. 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 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, Minority, etc. to General Category shall be done only after completion of second round of counselling for the reserved category in case of offline counselling. However, while converting the seats during second 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:**

In the Offline Counselling, 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 the university website www.ipu.ac.in. All the candidates are requested to note the same and withdrawal will be carried out accordingly.

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 counselling will be allowed to take admission during **Open House Counselling**.

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

The Academic Session of the University shall commence as notified for Academic Session 2018-19.

Nitin Malik

(Dr. Nitin Malik)

Joint Registrar (Admissions)

Copy to:

1. Controller of Examination, GGSIP University, for information.
2. Controller of Finance, GGSIP University, for information and request to depute an official to collect Demand Draft (s).
3. PRO, GGSIP University with a request to display Counselling/Admission schedule on the University's Notice Board(s).
4. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
5. Assistant Registrar to Vice-Chancellor Sectt., GGSIP University for information of Hon'ble Vice-Chancellor.
6. SO to Pro Vice Chancellor Sectt, GGSIP University for information of Pro Vice Chancellor.
7. AR to O/o the Registrar, GGSIP University for information of Registrar.
8. Bank Manager, Indian Bank, GGSIPU for information and needful.
9. Guard File.

Kushpreet Singh

(Kushpreet Singh Chhatwal)
Assistant Registrar (Admissions)