



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sec 16 C Dwarka New Delhi 110078

Admissions Branch

F. No. IPU-7/Online Counselling/SPOT/MBA/2018/4291

Dated: 24 (July) 2018

The candidates must go through all the details of Admission Brochure 2018-19 thoroughly and read the complete schedule before attending their Spot Round of Counselling.

## SCHEDULE FOR SPOT COUNSELLING (OFFLINE)

PROGRAMME: MASTER OF BUSINESS ADMINISTRATION (MBA) (CET CODE: - 101)  
FOR ACADEMIC SESSION 2018-19

**Venue of SPOT Counselling:** Bharati Vidyapeeth Institute of Computer Applications & Management, A4, Paschim Vihar, New Delhi - 110063

All CET qualified candidates desirous of taking admission shall report in person for Verification of documents/Counselling/Admission at the venue of counselling; on the date and time mentioned below:

Date	Category of Candidates	Time
29.07.2018 (Sunday)	All CET qualified candidates seeking admission from	10:00 a.m.
	• Rank 1 to 500	
	• Rank 501 to 900	12:00 Noon
	• Rank 901 to 1300	2:00 p.m.
30.07.2018 (Monday)	• Rank 1301 to 1700	4:00 p.m.
	• Rank 1701 to 2200	10:00 a.m.
	• Rank 2201 to 2600	12:00 Noon
	• Rank 2601 to 3000	2:00 p.m.
31.07.2018 (Tuesday)	• Rank 3001 to 3400	4:00 p.m.
	• Rank 3401 to 3900	10:00 a.m.
	• Rank 3901 to 4300	12:00 Noon
	• Rank 4301 Onwards	2:00 p.m.

**\*Allotments of seats will stop as and when seats get filled up.**

### 1. Who all are eligible for Spot Round:-

- A candidate who was allotted a seat in online round of online counseling, paid the part academic fee and reported;
- A candidate who was allotted a seat in online round of online counseling, paid the part academic fee but not reported in the allotted institute;
- A candidate who was not allotted any seat in any round of online counseling

- (iv) A candidate who was allotted a seat in online counseling but not paid the part academic fee
- (v) All CET qualified candidates who did not register for online counseling
- (vi) All CET qualified candidates who registered but not paid the participation fee
- (vii) All CET qualified candidates who registered, paid the participation fee and did not fill the choices;
- (viii) Any candidate who was admitted in any round and subsequently withdrawn as per procedure;
- (ix) Who were allotted a seat, paid the part academic fee and froze the allotted seat
- (x) All 'not admitted' candidates

**Note : "Admitted" candidate means any candidate who was offered a seat in any round of online counseling, paid the Part Academic Fee of Rs. 40,000/-, paid the balance academic fee in the allotted college and shown 'reported' by the college.**

(2) 'Admitted' Candidates, if do not appear on the specified and scheduled date and time, as mentioned above, in the Spot Round of Counselling, as per his/her rank, shall not be entitled to participate the Spot Round of Counselling in the subsequent slot/days and shall not claim for his/her Merit Rank as he/she did not report at the time of his/her Merit Slot in spot counseling.

(3) Fees

All Candidates ('Admitted' and 'Not Admitted' are required to be ready with the Bank Demand Draft of requisite fee, well in advance as 28.07.2018 and 29.07.2018 being Bank Holidays. No provision is of Payment of fees by Cash/Debit Card/Credit Card/ Online payment etc.

For 'Fee Payable', please see para 'B' "Fees Payable at the time of Spot Round of Counselling"

**A. Documents required at time of Spot Round Counselling:**

- a) A copy of "Provisional Admission Slip" from the candidates' login, in case of admitted candidates and proof of submission of Part Academic Fee of Rs. 40000/-.
- b) CET Admit Card of CET-2018 (Photocopy in case of admitted candidates/Original in case of fresh candidates). If original Admit Card/character certificate/medical certificate is submitted at the Designated Centres at the time of Verification of Reserved Category certificates the candidate shall produce the duly attested photocopy of the same.
- c) Copy of Admission Verification Form (duly filled by candidate as per Appendix 4(A) given in Part B in case of new admission in case of fresh admission)
- d) Preference Sheet duly filled by candidate as per Appendix 7 given in Part B in both admitted candidates and fresh admission.
- e) Proof of date of birth (10<sup>TH</sup> Class passing certificate or marksheet) (Original and Photocopy).
- f) **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 self attested photocopies of Certificates/ Mark sheets of qualifying examination.

- g) **For result awaited cases:** Undertaking/Self declaration by the candidate for provisional admission only in case the result awaited (**duly filled by candidate as per Appendix 5 given in Part B**)
- 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) **Medical Certificate:** All the students shall be required to submit a Medical Certificate indicating fitness from a Registered Medical Practitioner as per **Appendix 6 given in Part-B in Admission Brochure 2018-19. (Photocopy in case of admitted candidates/Original in case of fresh candidates)**
- j) **Character Certificate** from Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (not more than 6 months old) (**Photocopy in case of admitted candidates/Original in case of fresh candidates**)
- k) In case, the Degree/ Certificate has been obtained from University/ Board of any other country then an equivalence certificate must be obtained from Association of Indian Universities (AIU) New Delhi prior to attending the counselling.
- l) In case, any of the mentioned documents is/are in any language other than Hindi/ English, then authentic translation in English/ Hindi shall have to be produced duly verified by the Institution or Gazatted Officer by the candidate at the time of counselling. Failure on the part of the candidate to produce the requisite document may result in refusal of admission by the Admission Officer, for which the candidate will be responsible.
- m) Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.  
"Relaxation of any kind, as mentioned above and elsewhere in the Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking these relaxation/s, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed."
- n) Undertaking by the student with respect to anti-ragging and undertaking by parent/guardian with respect of anti-ragging as per Appendix-13 and 14 of (Part B) of Admission Brochure for Academic Session 2018-19 available on University Website.
- o) Undertaking in respect of interim fees to be filled in by candidates admitted in Academic Session 2018-19 available on University Website.

- p) 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.

**B. Fees Payable at the time of Spot Round of Counselling:**

**(a) In case of "Admitted" Candidates (for change of College/Stream/Shift)**

(i)	Transfer Fee	-Rs. 5000/-
(ii)	Counselling Participation Fee	-Rs. 2000/-(non refundable)
	<b>Total</b>	<b>-Rs. 7000/-</b>

**(b) In case of "Not Admitted" Candidates (fresh Candidates)**

(i)	Part Academic Fee	-Rs. 40000/-
(ii)	Counselling Participation Fee	-Rs. 2000/-(non refundable)
	<b>Total</b>	<b>-Rs. 42000/-</b>

Bank Draft(s) (amount of requisite fee) 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).

**Note:**

- (i) **Submission of Demand Draft(s) of requisite fee is mandatory at the time of admission in Spot Round Counselling.**
- (ii) **Interested candidates are hereby informed to get prepared their Demand Draft(s) before 28.07.2018 and 29.07.2018 these days being Bank Holidays.**
- (iii) **"Admitted" candidate means any candidate who was offered a seat in any round of online counseling, paid the Part Academic Fee of Rs. 40,000/-, paid the balance academic fee in the allotted college and shown 'reported' by the college. All other are "not admitted" candidates.**

**C. Eligibility Conditions:**

Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate.

OR

Bachelor's Degree in Engineering, Technology or any other subject with minimum of 50% marks in aggregate or any qualification recognized as equivalent there to with minimum of 50% marks in aggregate.

OR

Passed the Final Examination of the Institute of Chartered Accountants of India or England, the Institute of Cost and Works Accountants of India or England or the Institute of Company Secretaries of India.

**For Eligibility Conditions & Admission Criteria, Chapter 2 of Part A of Admission Brochure 2018-19 may be referred.**



**D. Spot Counselling Procedure as per Chapter 11 of Part A of Admission Brochure 2018-19 may be referred.**

1. This round shall be held after completion of the admission process, only for the purpose of filling up vacancies, if any.
2. After completion of all rounds of online counselling 'Spot Counselling' shall be done offline. All eligible candidates desirous of participating in the "Spot Counselling" shall have to pay a counselling (separate) participation fee. The participation fees in the "Spot Counselling" shall be INR 2000/- (non-refundable / transferable).
3. The "Spot Counselling" shall be done for vacancies remaining after reporting of allocated candidates to Schools of Studies / Colleges / institutions allotted (see Section 11.10) and arising during the process of "Spot Counselling" as enumerated below. Since, all conversions of categories / region-wise divisions are completed in the last round of online counselling (Section 11.8), the spot counselling shall consider all seats to be filled as unreserved.
4. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the spot counselling.
5. Any CET qualified candidates who have not taken admission in the rounds of Online counselling will be eligible to participate in the spot counselling, against the available vacant seat (if any).
6. The candidates who are allotted seat in rounds of online counselling and have paid the part Academic Fee of Rs 40,000/- to confirm admission in any institute/ college and have also reported to the concerned University School of Study / college / institutions will be treated as "admitted" at the time of Spot Counselling. Such candidates, if they desire to participate in the "Spot Counselling" shall be required to pay a transfer fees of INR 5000/-, these candidates shall be considered as per their rank only, if they do not appear at the time of counselling for their rank, they shall not be allowed to participate, moreover, the seats thus vacated by these candidates shall be offered to candidates participating in "Spot Counselling" with lower rank as compared to the candidates thus transferred. For such "transferred" candidates, the part academic fees paid by the candidate of INR 40000/- shall be adjusted during counselling. If a change of institution / college occurs of such candidates, then the institution / college from which the candidate is being transferred shall refund the balance fees paid (if any), that is the component of the fees paid by the candidate at the institution directly to the candidates on application by the candidate, and the candidate shall have to pay the balance fees (if any) of the institution to which the candidate is transferred as per schedule to be notified by the candidates.
7. Any candidate, who was admitted in any round and subsequently withdrawn as per procedure, will be eligible to participate in the Spot Counselling.
8. All "Not Admitted" candidates will be eligible to participate in the Spot Counselling.
9. Vacancies will be displayed one day before the commencement of Spot Counselling.



All CET qualified who wish to participate in the offline spot counseling are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in) for regular updates.

  
(Dr. Nitin Malik)

**Joint Registrar (Admissions)**

Copy to:-

1. Controller of Examination, GGSIP University for information
2. Controller of Finance, GGSIP University for information
3. In-Charge UITS, GGSIPU, with request to upload the schedule of Spot Counselling on University's Web Site.
4. Assistant Registrar to Vice-Chancellor, GGSIP University for information of Hon'ble Vice Chancellor.
5. Assistant Registrar to Registrar, GGSIP University for information of Registrar.
6. Section Officer to Pro Vice Chancellor, GGSIP University for information of Pro Vice Chancellor.
7. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s)
8. Guard File



**(Geeta Mahajan)**

**Assistant Registrar (Admissions)**



# Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi - 110078

## UNDERTAKING/SELF DECLARATION BY THE CANDIDATE FOR RESULT AWAITED

(To be Submitted at the Time of Counselling/Admission by the Candidates Seeking Provisional Admissions)

I \_\_\_\_\_ (Name of the candidate), Son /Daughter/ Wife  
of \_\_\_\_\_ (Father's /Husband's name)  
Resident of \_\_\_\_\_ (Permanent address)  
seeking admission to \_\_\_\_\_ (Name of the Course) of

GGSSIP University, hereby solemnly affirm and declare

- (i) that I have appeared in the 12th class/final semester/final year (*name of the qualifying degree*) Graduation/Post Graduation) \_\_\_\_\_ Examination, 2018 of \_\_\_\_\_ (Board/University), the result of which has not yet been declared and is expected to be declared latest by 15<sup>th</sup> October, 2018;
- (ii) that all the examinations of the qualifying degree are / shall be over on/before 31 July, 2018.
- (iii) I undertake that examination of the qualifying programme of study on the basis of which admission is sought is/shall be over before the commencement of classes in the University for programme of study in which admission is sought, otherwise I understand that my admission shall be cancelled and the full fees deposited shall be forfeit.
- (iv) I am seeking provisional admission due to non-declaration of result of final year/final semester of the qualifying degree examination by Board/University as stated above in current or previous years of the qualifying degree examination as on date of admission.
- (v) I declare that I will submit the result only in consonance with the result of 12th class/final semester/final year (*name of the qualifying degree*) from board/university as mentioned above in (i) and that I am well aware that the submission of result from any other board/University will not be considered for fulfilling the eligibility criteria for admission in the respective programme and no claim for the same will be made by me.
- (vi) That I have carefully gone through the rules regarding provisional admission and fully understand that in the event of my failure to submit to the concerned Dean/Principal/ Director of the concerned School/College, where the provisional has been admission has been granted, solely on my request, appropriate proof of my securing at least \_\_\_\_\_ marks/percentage in qualifying examination for admission to \_\_\_\_\_ (Name of the Course) of GGSIP University by 15<sup>th</sup> October, 2018, my admission is liable to be cancelled with forfeiture of the fees paid for admission. In absence of submission my provisional admission to the said course will automatically get cancelled and full fee deposited will be forfeited.

Date:

Candidate's Signature \_\_\_\_\_

Name of the Candidate \_\_\_\_\_  
(In Bold Letters)

Address of Candidate \_\_\_\_\_

Mobile No. \_\_\_\_\_

Counter Signed by the Parent/Guardian \_\_\_\_\_

Name of the Parent/Guardian \_\_\_\_\_

(In Bold Letters)

Relationship with the Candidate \_\_\_\_\_

**Note:** The Undertaking has to be filled by the candidate only in his/her handwriting. A self attested copy of the document/admit card for appearing in the said examination as declared by the candidate for which the result is awaited is also to be enclosed by the candidate at the time of verification of document.

**UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI RAGGING**

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/Mobile No.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of (month) \_\_\_\_\_, (year) \_\_\_\_\_

\_\_\_\_\_  
Signature of deponent



**UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number) , having been admitted to \_\_\_\_\_ (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behave our or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of (month) \_\_\_\_\_, (year) \_\_\_\_\_.

\_\_\_\_\_  
Signature of deponent



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

**UNDERTAKING (REGARDING INTERIM FEE) TO BE FILLED IN BY CANDIDATES  
ADMITTED IN ACADEMIC SESSION 2018-19**

I have gone through and noted the "interim fees" notified by the University for admission in various programme for the academic session 2018-19.

I hereby undertake that I shall be paying the balance amount of fee in case any revision in fees takes place as notified by the Govt. of NCT of Delhi/Guru Gobind Singh Indraprastha University.

\_\_\_\_\_  
Signature of the candidate with date

Name of the candidate: \_\_\_\_\_

CET Roll Number: \_\_\_\_\_

Programme: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_