



Notification No.34/2020

**Guru Gobind Singh Indraprastha University**  
Sector 16 C, Dwarka, New Delhi-110078  
Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F.No. IPU-7/Online Counselling/ 2020/ 505

Dated: 06/10/2020

**SCHEDULE FOR ONLINE REGISTRATION FOR COUNSELLING AND SUBMISSION OF COUNSELLING PARTICIPATION FEES FOR CLAT UG 2020 QUALIFIED CANDIDATES FOR BA LLB / BBA LLB PROGRAMME (CET Code-121) AND FOR CLAT PG 2020 QUALIFIED CANDIDATES FOR LLM PROGRAMME (CET Code-112) FOR ACADEMIC SESSION 2020-21 IN GGSIP UNIVERSITY**

The Schedule of Registration for Counselling and Submission of Online Counselling Participation Fees for CLAT UG 2020 Qualified Candidates for BA LLB/BBA LLB programme (CET Code-121) and for CLAT PG 2020 Qualified Candidates for LLM Programme (CET Code-112)

Registration for counselling will Commence from 06.10.2020 (Onwards 01.00 pm). The candidates may login at <https://ipu.admissions.nic.in> with details as below :

**Candidates who wish to participate in online counselling must refer the Schedule as follows:**

S.No.	Activity	Starting Date	Closing Date
1.	In respect of candidates who had already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1200/- (Non- Refundable). The candidates are required to register and pay the Counselling Participation Fee of Rs. 1000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card.	06.10.2020 (onwards 01.00 pm)	12.10.2020 (upto 11.50 pm)
2.	In respect of candidates who have not filled Online Application Form of GGSIPU earlier as per notified date. The candidates are required to register and pay the online application fee of Rs.1,200 (Non-Refundable) alongwith Counselling Participation Fee of Rs.1,000/- (Non-Refundable), Total Rs.2200/- through Net Banking/Credit Card and Debit Card.	06.10.2020 (onwards 01.00 pm)	12.10.2020 (upto 11.50 pm)

**NOTE:** 1. For Details candidates are requested to refer the Admission Brochure for Academic Session 2020-21.

2. Registration is Mandatory the Programme/Course for participating in Online Counselling/Admission.

3. Schedule for choice / preferences filling for Colleges / Institutes for admission in a programme/course and further process will be displayed separately.

4. Candidates are advised to visit regularly the University Website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website [www.ipu.admissions.nic.in](http://www.ipu.admissions.nic.in)



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Notification No.32/2020

## **Important Instructions for candidates claiming Reservation:-**

- (a) The candidate seeking admission under reserved categories has to mandatorily upload the entitled supporting certificate in his/her name. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate shall not be entitled to claim benefit for admission against reserved seat. The University will not consider any claim for allotment of seat in the reserved category on the basis of any undertaking.
- (b) The reservation certificate should be issued from the respective state/region in which the reservation is claimed.
- (c) In case the candidate is claiming the seat reserved for DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi
- (d) The Reservation for EWS is applicable only in University School of Studies and Govt. affiliated Colleges only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable. For more details please refer Chapter 6.1.7 of the Admission Brochure 2020-21 available on the University website [www.ipu.ac.in](http://www.ipu.ac.in).
- (e) The Reservation for Delhi OBC is applicable only in University School of Studies and Govt. affiliated Colleges only. For more details please refer Chapter 6.1.4 of the Admission Brochure 2020-21 available on the University website [www.ipu.ac.in](http://www.ipu.ac.in).
- (f) Category Candidates who fail to upload documents as per notified schedule will forfeit his/her right for the category claimed and will automatically be converted to General Category as per University rules

## **1. General Instructions**

- (a) The candidates must read the conditions of eligibility as given in the Admission Brochure carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the fees.
- (b) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes they seek admission; the

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correctness of the details filled with respect to region; category or any other such details for allotment of seat. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or untrue the admission to the programme shall be cancelled and the fees will be forfeited.

- (c) In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for submission of online application during the last minute.
- (d) Candidates claiming seat in Delhi region must have passed the qualifying examination from any of the Institutes / Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and candidate will automatically lose the right to the seat in his bonafied region if not available at the time of cancellation of seat.

## 2. Registration:

A. For Registration, candidate has to enter his/ her details on the admission website <https://ipu.admissions.nic.in>

### B. Online Registration Process:

#### 1. For registered candidates:

The candidate is required to enter Application Sequence No., Name, DOB and Gender and will be authenticated with the Data provided by GGSIPU. After successful authentication, candidate needs to choose a password to complete the remaining steps for registration. After successful registration, candidate will use the Application Sequence No. and chosen password for subsequent logins.

#### 2. For Fresh Candidates:

The candidate is required to enter Name, Father's Name, Mother's Name, DOB and Gender and choose a password for subsequent logins. After successful registration, an application number will be generated by the system and provided to the candidate.

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Candidate will login by using system generated application number and password to complete the remaining activities.

**3. Sign-in :**

Candidate will use the Application Number/ Application Sequence No. and chosen password during registration for subsequent logins. After successful login, candidate will be redirected to the home page to perform the remaining activities like Application form submission, upload images and documents, registration fee payment and choice filling etc.

**4. Multistep Application Form Submission:**

After submission of registration form, candidate will login to complete the remaining activities. To complete the registration process, candidate will provide personal detail, contact detail, Qualification and Competitive Exam detail etc.

**5. Uploading of Documents:**

Candidate need to upload the scanned images of mandatory documents as per the predefined size and format.

**6. Registration Fee Payment :**

Applicant will pay the registration fee online using EPG Services after uploading of documents. The payment gateway services have the various options like credit card, debit card, net banking etc to pay the registration fee.

**7. Email and Mobile Number Verification (Optional):**

A separate link/button will be available in candidate's home page for verification of his/her email address and mobile no.. Candidate can verify his/her email address by sending the OTP.

8. It is in the interest of the candidate to remember the password and keep it confidential, to avoid misuse by others for which University will not be responsible.

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9. Change password: The candidates can also change the password if required using the change Password menu.
10. Candidates are advised to check all the filled in details before taking the print out.
11. All candidates must take two print outs of the Registration Form.
12. **For general information candidates are requested to refer the Admission Brochure for Academic Session 2020-21. In view of present COVID situation certain procedures have been modified and also the certain information as in the Information Brochure stands amended.**

### **3. Submission of Counselling Participation Fee:**

- (a) Already registered Candidates with GGSIPU have to deposit a counselling participation fee Rs.1000/- plus charges as applicable, as one time (non refundable). The taxes and charges applicable has to be paid by the candidates and is non-refundable.
- (b) Fresh candidates who have not registered with GGSIPU have to deposit an amount of Rs. 2200/- (Fee of Rs. 1200/- for Application form and Rs. 1000/- for counselling participation fee) plus charges as applicable, as one time (non refundable).
- (c) For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <https://ipu.admissions.nic.in>
- (d) After registration as mentioned above, the candidate will get an option of payment through:
  - (i) Net Banking / Credit Card/ Debit Card.
- (e) Candidates are advised in their own interest to complete the process of fee submission online much before the closing date and not to wait till the last minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet / website.

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- (f) If the fee is paid through credit / debit card and status is not 'OK' it means the transaction got cancelled and the amount will be refunded to concerned credit / debit card. Such candidates should immediately pay the fee once again.
- (g) Submission of registration fees is just a part of the counselling process, just payment of this fees does not entitle the candidate to admission.

All applicants who have filled application form and who wish to participate in the online counselling procedure 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.ipu.admissions.nic.in](http://www.ipu.admissions.nic.in) for regularly updates.

Brig. P K Upmanyu  
Joint Registrar (Admissions)

Copy to:

1. Registrar, GGSIP University, for information.
2. Controller of Examination, GGSIP University, for information
3. Controller of Finance, GGSIP University, for information.
4. Joint Registrar, Affiliation for information and n/a.
5. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
6. All Officers Admissions Branch for information and n/a.
7. PRO, GGSIP University with a request to display Counselling / Admission Schedule on the University's Notice Board(s).
8. Manager, Indian Bank for n/a.
9. Admissions Reception Counter.
10. Incharge UITs, with the request to upload the schedule of Counselling on University's Website.
11. NIC for uploading on [ipuadmissions.nic.in](http://ipuadmissions.nic.in)
12. EDP Section of Admissions Branch.
13. Guard File.

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