

**Guru Gobind Singh Indraprastha University**

Sector 16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F. No. IPU-7/Online Counselling/2021/ 1226

Dated: 14/10/2021

Schedule of Online Registration / Submission of Counselling Participation Fees /**Online Verification of Documents of Reserved Category candidates and Choice Filling****Only for Candidates whose name appeared in Common Merit List Rank for CET-2021 of BHMCT, LE-BTECH (FOR DIPLOMA HOLDERS), LE-BTECH (FOR B.SC. GRADUATES) & MBA(IT) PROGRAMMES for Academic Session 2021-22**

The Candidates whose name appeared in Common Merit List Rank Common Entrance Test-2021-2022 of the University for the following programmes are hereby informed that they have to Register and submit online Counselling Participation Fee of Rs.1000/.

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|------------------------------------|--------------|
| 1. BHMCT | CET CODE 127 |
| 2. LE-B.TECH (FOR DIPLOMA HOLDERS) | CET CODE 128 |
| 3. LE-B.TECH (FOR B.SC. GRADUATES) | CET CODE 129 |
| 4. MBA (IT) | CET CODE 116 |

<u>Online Registration / Submission Of Counselling Participation Fees/ Online Verification Of Documents Of Reserved Category Candidates and Choice Filling</u>				
<u>Only For Candidates Whose name appeared in Common Merit List Rank CET-2021</u>				
Sl. No.	Category	Activity by the candidate	Starting Date	Closing Date
1.	Candidates whose name appeared in Common Merit List Rank 2021 of GGSIP University.	Such candidates are required to register for online counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card. <i>*Candidates have to complete both the process i.e Registration for online counselling and Payment of Counselling Participation Fees of Rs.1,000/- to be eligible for Choice Filling</i>	19.10.2021 (2.00 p.m.)	21.10.2021 (11.50 p.m.)

NOTE:

- Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic Session 2021-22 concludes.
- The Schedule after declaration of Round 01 result will be displayed after declaration of result of Round 01.



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Sl. No.	Online Verification of documents by University	Starting Date	Closing Date
2.	<p>Online Verification of documents for Reserved category candidates to be done by GGSIP University who have successfully registered and paid the requisite fees:</p> <p>(Candidates may refer chapter 6:Reservation Policy of Admission Brochure available on website of university)</p> <p>Online Verification of entitlement documents to claim benefit of Reserved Category of Registered Candidates who have paid Counselling Participation fees (i.e. SC/ST/OBC/JKM/PWD/DEFENCE/JAIN MINORITY/ SIKH MINORITY/ EWS /MUSLIM).</p> <p>The Candidate claiming benefits under reserved category have to upload the relevant supporting documents duly issued by Competent Authority, if not uploaded earlier.</p> <p>Reservation Certificate (i.e. SC/ST/OBC/JKM/PWD/DEFENCE/JAIN MINORITY/ SIKH MINORITY/ EWS / MUSLIM).</p> <p>The candidates may kindly read Admission Brochure (Chapter 6) to see the details of documents required for being eligible to claim benefit under Reserved Category.</p> <p>Note: All the verification of reserved category candidate's will be done online by University.</p>	19.10.2021 (2:00 p.m.)	22.10.2021 (11:50p.m.)
3.	Choice Filling	23.10.2021 (02:00 pm)	25.10.2021 (11:50 pm)
4.	Round 01 Result will be declared on 26.10.2021		

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IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION:-

- (a) The candidate seeking admission under reserved categories have to mandatorily upload the entitled supporting certificate in his/her name. The Candidates for further details must read Chapter 6 (Reservation Policy of Admission Brochure 2021-22).
- (b) The reservation certificate should be issued from the respective state under the “Region” in which the reservation is claimed.
- (c) In case the candidate is claiming the seat reserved for DOBC/DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have OBC/SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi only.
- (d) **Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes.** The Reservation for OBC category is applicable only in University School of Studies and Govt. affiliated Colleges only.
- (e) **For Reservation in OBC Category :**
- (i) For claiming reservation against OBC category in Delhi Region, candidates have to upload valid OBC category certificate issued by a Competent Authority of Delhi after 31.03.2021 in accordance with the list of OBC category as per Govt of NCT of Delhi.
- (ii) And if, OBC certificate is issued prior to 31.03.2021 then it is mandatory for candidates to upload OBC Non Creamy Layer certificate which should be issued after 31st March, 2021.
- (f) The Reservation for EWS category 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. **EWS Certificate should be issued after 31st March, 2021 stating valid for year 2021-2022.**
- (g) For claiming reservation on a seat reserved for Defence Category, the candidate have to upload the duly filled and signed **Appendix 1** of Part E of Admission Brochure 2021-22 by the competent authority as mentioned in Admission Brochure 2021-2022.
- (h) Reserve Category Candidates who fail either to upload documents as per notified schedule or whose documents are not in order will **forfeit his/her right for the reserve category claimed** and will automatically be converted to General Category as per University rules.

1. GENERAL INSTRUCTIONS:

NOTE:

- Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic Session 2021-22 concludes.
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- (a) The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2021-22 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation 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 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 false the admission to the programme shall be cancelled and all the fees paid 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 either submission of online application or any other activity during the last minute.
- (d) Candidates claiming seat in Delhi "Region" must have passed the **qualifying examination** (i.e.10+2/Graduation) 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: ONLINE REGISTRATION PROCESS:

In this stage, all the candidates as per eligibility criteria are required to register online from any place convenient to them. The candidate can registered only once.

(i) Candidate Registration:

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

(ii) Sign-in:

Candidate will use the Application Number 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 etc.

(iii) 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.

(iv) Uploading of Images/Documents:

Candidate need to upload the scanned images/Documents mandatory documents for Photo, Signature, Category and Subcategory etc as per the predefined size and format.

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(v) 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.

(vi) Downloading of Confirmation Page:

If applicant completed all the required steps then a link for downloading of "Confirmation Page" will be enabled. Applicant may take re-printout of the confirmation page, if desired. Alternatively, a confirmation email including attached confirmation page will be sent to the applicant's verified email address.

(vii) 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.

(viii) Editing Registration Details: Candidates can amend/edit the registration details filled in the registration form by choosing "Edit Details" option from the menu within the specified period of registration.

(ix) 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.

(x) Change password: The candidates can also change the password if required using the change Password menu.

(xi) In case the candidate has problems in registration or fails to register, he/she needs to report in person to the Helpdesk of the University with the relevant proof of depositing the Counselling Participation Fee before the end of the Registration period.

(xii) Candidates are advised to check all the filled in details before taking the print out.

(xiii) All candidates must take two print outs of the Registration Form.

3. REGISTRATION AND SUBMISSION OF COUNSELLING PARTICIPATION FEE:

a. Candidate have to Register and have to deposit a fee Rs 1000/- plus charges as applicable, as one time (non refundable) Counselling Participation Fee, as per the schedule for each CET Code. The taxes and charges applicable have to be paid by the candidate and are non-refundable.

b. For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <https://ipu.admissions.nic.in> and select the option for "payment of counselling participation fee", enter Registration details viz Application No., Date of Birth and Mobile Number etc.

c. After submission of the details, the candidate will get option of Online payment:

a. Net Banking /Credit Card and Debit Card.

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- d. The candidates are required to check the status of Registration/ Counselling Participation Fee payment on the website (<https://ipu.admissions.nic.in>) and must take the printout of online fee confirmation receipt with the transaction details, to be retained for all future reference. In case of payment of fee through Challan, the candidate must retain the copy of the Challan after depositing the fees.
- 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.
- 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 have to pay the fee once again.
- g. In case of any problem regarding payment of Registration/ Counselling Participation Fee, non availability of fee confirmation receipt on the website within the specified time as mentioned in point 4, candidate can contact Helpdesk of University to resolve the issue.
- h. **Submission of Registration and Counselling Participation Fees is just a part of the counselling process; just payment of this fees does not entitle the candidate to admission.**

4. Choice Filling

1. Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
2. After registration, candidate has to fill choices for allotment, from the list of all possible combinations of all institutes and courses available, in the order of his/her preference, during the choice filling period.
3. Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
4. Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting the desirable seat. For the benefit of the candidates, the streamwise and institute-wise and rank-wise Admission Rank cut off data is available on University Website and as relevant link in <https://ipu.admissions.nic.in>.
5. From previous experiences, it has been noted that some candidates fill up very few / limited number of choices, may result in non allotment of seat during seat allotment. Therefore it is once again advised that the candidates should fill as many choices as possible to ensure that they have better chances of allotment of seat.
6. Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent round of counselling.

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The candidates are also advised to fill choices/preferences, then save the same and then take the print out of the saved choices/preferences to be retained for future reference.

All candidates who have registered and who wish to participate in the online counselling for admission are advised in their own interest to visit the University website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

Geeta Mahajan
Deputy Registrar (Admissions)

Copy to:

1. Dean / Directors / Faculty members, GGSIP University
2. Controller of Finance, GGSIP University, for information.
3. JR/DR, Affiliation for information.
4. Consultant, Admissions
5. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
6. AR, Registrar, GGSIP University, for information of Registrar.
7. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
8. Manager, Indian Bank for n/a.
9. NIC for uploading on <https://ipu.admissions.nic.in>.
10. EDP Section of Admissions Branch.
11. Guard File.

Sanjay Dalal
Section Officer (Admissions)

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