

**Guru Gobind Singh Indraprastha University**

Sector 16 C, Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F. No. IPU-7/Online Counselling/2022/ 2691

Dated: 02/09/2022

SCHEDULE FOR ONLINE SPOT COUNSELLING FOR ADMISSIONS IN THE PROGRAMME MBA (CODE 101) ON THE BASIS OF MERIT OF CAT-2021/CMAT-2022/CET-2022 FOLLOWED BY MANDATORY REPORTING AT ALLOTTED INSTITUTE/USS AFTER ALLOTMENT OF SEAT IN THE SPOT ROUND OF COUNSELLING DURING THE ACADEMIC SESSION 2022-23.

→PLEASE REFER THE NOTE AT THE END OF THE PAGE

The Schedule for Online Spot Counseling for seats remaining vacant after reporting of candidates after sliding round to respective Schools of Studies/ Colleges/Institutions and also vacancies arising due to withdrawal of admissions/cancellation of allotted seats/additional intake in few colleges/institutes in programmes given as below:

Sl. No.	Code	Name of Programme
1.	101	MBA Programmes (Through CAT 2021, CMAT 2022 & CET 2022)

I) Who are eligible for Spot Round of Online Counselling:

1. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 40,000/- and reported at the allotted college/institute in the notified date & time.
2. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 40,000/- but did not report at the allotted college/institute in the notified date & time.
3. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 40,000/- and subsequently withdrawn as per procedure.
4. A candidate who was allotted a seat in the Online Counselling, but did not pay the requisite Part Academic Fee of Rs. 40,000/-.
5. A candidate who has not been allotted any seat in any rounds of the Online Counselling.
6. All the registered candidates who have paid the Application Fee of Rs. 1200/- and the Counseling Participation Fee of Rs. 1000/- but did not fill choices.
7. ALL CAT 2021, CMAT 2022 qualified candidates have/have neither registered earlier nor submitted the requisite fee of Rs. 1200/- or Rs. 1000/- for participation in the Online Counseling.
8. ALL CET 2022 qualified candidates have registered earlier nor submitted the requisite fee of Rs. 1000/- for participation in the Online Counseling.
9. All 'Not Admitted' candidates.
10. Allotted candidates who have freezed their seat

NOTE:

1. For Details Candidates are requested to refer the Admission Brochure for Academic Session 2022-23.
2. 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 2022-23 concludes.
3. FAILURE TO REPORT AT THE INSTITUTE/COLLEGE ALLOCATED IN THE SPOT ROUND COUNSELLING SHALL LEAD TO CANCELLATION OF ADMISSION ALLOCATED IN THIS ROUND AS WELL AS PREVIOUS ALLOTTED ADMITTED SEAT.

II) Registration for Spot Counselling commencing from 05.09.2022 on www.ipu.admissions.nic.in for applicants who have qualified CAT 2021, CMAT 2022, CET 2022:

(A) For applicants who have qualified CAT 2021:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1200/- (Non-Refundable) and also paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)
2.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1200/- (Non-Refundable) but have not paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay the counseling participation fee of Rs. 1000/- (Non-Refundable) and also pay Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)
3.	Candidates who have not filled online Application form earlier and now wish to Enrolment for Centralized Online Process.	Such candidates are required to register and pay the application fee of Rs. 1200/- (Non-Refundable) along with the Counseling Participation Fee of Rs. 1000/- (Non-Refundable) and Rs. 500/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)

(B) For applicants who have qualified CMAT 2022:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1200/- (Non-Refundable) but have not paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay the counseling participation fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)
2.	Candidates who have not filled online Application form earlier and now wish to Enrolment for Centralized Online Process.	Such candidates are required to register and pay the application fee of Rs. 1200/- (Non-Refundable) along with the Counseling Participation Fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)

(C) For applicants who have qualified CET 2022:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1200/- (Non-Refundable) but have not paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay the counseling participation fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	05.09.2022 (11:00 a.m. onwards)	06.09.2022 (upto 11:50 p.m.)

NOTE:

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III) Filling of Choices (Edit/Modify/Add/Delete) :

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have filled online Application form, paid the requisite application fee of Rs. 1200/- (Non-Refundable) and paid Rs. 1000/- (Non-Refundable) Counseling participation fee and Rs. 500/- Participation in Spot Counselling	Filling of choices (Edit/Modify/Add/Delete)	07.09.2022 (11:00 a.m. onwards)	08.09.2022 (upto 11:50 p.m.)
Online Verification of documents for Reserved category candidates to be done by GGSIP University who have successfully registered and paid the requisite fees. (Candidates may refer chapter 6:Reservation Policy of Admission Brochure available on website of university)			05.09.2022 (11:00 a.m. onwards)	08.09.2022 (upto 11:50 p.m.)

IV) Seat Status for SPOT Round of Counselling:

The actual Tentative vacant seats in the affiliated Colleges/Institutes/USS will be displayed on : 08.09.2022.

V) Declaration of result of Spot Round of Online Counselling: 09.09.2022**VI) Spot Round Procedure:**

- Registration for SPOT Round will be for all CAT 2021, CMAT 2022, CET 2022 qualified candidates irrespective of his/her registration earlier.
- All Registered candidates old and new will be allowed to login after accepting the terms and conditions of SPOT Round.
- All previous choices shall be treated as null and void. Candidates desirous of participating in the SPOT counselling shall have to fill new choices/preferences.
- The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto Sliding Round, if participating in the Spot Round are assured that if any of the new preferences filled in the Spot Counseling is not allocated to them, their existing allocation of seat shall be retained and shall not change.
- The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto Sliding Round, if participating in the Spot Round and if any of the new preferences filled is allocated to them in the Spot Round of Counseling then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.

VII) Procedure to be followed after declaration of SPOT Round of Counselling:

Declaration of result of Spot Round of Online Counselling: 09.09.2022			
Sl. No.	Activity	Starting Date	Closing Date
1.	Submit Willingness Freeze / Float of Allotted Seat after every Round of Counselling (Definition of Freeze/Float is defined below)	After declaration of result of Spot Round	13.09.2022 (upto 11:50 p.m.)
2.	**Payment of Part Academic Fee of Rs. 40,000/- only through NET Banking/Credit Card/Debit Card	After declaration of result of Spot Round	13.09.2022 (upto 11:50 p.m.)
3.	Printing of Provisional Allotment/Offer Letter of Admission	After declaration of result of Spot Round	13.09.2022 (upto 11:50 p.m.)

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Declaration of result of Spot Round of Online Counselling: 09.09.2022			
Sl. No.	Activity	Starting Date	Closing Date
4.	Online withdrawal of admission after payment of Part Academic Fee of Rs. 40,000/-	After declaration of result of Spot Round	18.09.2022 (upto 11:50 p.m.)
5.	Reporting at the Allotted College/Institute/University School	14.09.2022 (11:00 a.m. onwards)	16.09.2022 (upto 04:00 p.m.)

**** Adjustment of Part Academic Fee in SPOT ROUND of Online Counselling:**

All CAT 2021 qualified candidates who have been allotted seat in the previous rounds of Online Counselling and had paid the Part Academic Fee of Rs. 40,000/- and wish to participate in the Spot Round of Counseling, their part Academic Fee of Rs. 40,000/- (Rupees Forty Thousand only) paid in the earlier rounds of Online Counselling will be adjusted during the Spot Round of Online Counselling. Such candidates, if allotted a seat in the SPOT ROUND of Online Counselling need not pay the Part Academic Fee of Rs. 40,000/- again.

The following candidates need not to pay again the Part Academic Fee of Rs. 40,000/- (Rupees Forty Thousand Only) during admission in SPOT ROUND of Online Counselling (i.e. if a seat is allotted in the Spot Round of Counselling):

- A candidate, who was allotted a seat in any round of Online Counselling and paid the Part Academic Fee and Reported.
- A candidate, who was allotted seat in online round of Online Counselling, paid the Part Academic Fee but did not report in the allotted institute.
- Any candidate, who was admitted in any round of Online Counselling, paid the Part Academic Fee and subsequently withdrawn as per procedure.

VIII) Choice Filling :

- Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
- 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.
- Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
- 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 stream wise 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>.
- 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.
- 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.
- 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.

IX) Freeze / Float of Allotted Seat after every Round of Counselling:

- After every round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted

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seat by clicking the freeze option available in his/her account in the counselling website within the specified time period.

- b) If the candidate wants to upgrade his/ her choice by participating in next round of counseling as per his/ her filled choices should choose option Float.
- c) Those candidates who opts „FLOAT“ option will be able to participate in next round of counselling and his/ her allotted seat will get retained if the candidate is not able to get higher choice.

X) Withdrawal and Fee Refund after online Rounds of Counselling :

- a) After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure.
- b) All candidates who have withdrawn, freed their seat, not paid the Part Academic Fee of Rs. 40,000/- and who do not fulfill the eligibility criteria, will not be participating in the subsequent round of online counselling and the vacancies with respect to such candidates will be considered for allotment of seat in subsequent Rounds.

XI) Reporting of candidates to the allotted institute/college:

- i) After declaration of result of SPOT Round of Online Counselling, the candidates allotted seat, have to report to the allocated University School/Institutions for verification of documents and payment of balance Part Academic Fee as per the Offer letter of result of Spot Round of Online Counselling.
- ii) After allotment of seat in the Spot Round of Counselling, the candidate, if allotted a seat/retained the seat from earlier allotment/upgraded to higher choices/preferences, and if he/she has made the payment of Part Academic Fee of Rs. 40,000/- (if not paid earlier), can generate Provisional Admission Slip.
- iii) Proof of payment of Part Academic Fee receipt of Rs. 40,000/- is available in the candidate's profile.
- iv) The candidates are required to report and join the respective School/College with the Provisional Allotment Letter and the necessary record for verification of documents at the School/institution/college and pay the balance amount of fees (if any), as per the schedule notified on the website, failing which the admission shall be automatically cancelled.
- v) The institutions/University Schools of Studies shall report the status of reported and non-reported candidates to the University. The vacant seats after the sliding round of Online Counselling and seat vacant due to non-reporting of candidates only shall be considered for Spot Counseling of the admission year.
- vi) All admissions shall be provisional till regularized by the University.
- vii) **Result Awaited candidates** may please see the provisions contained in the **Admission Brochure 2022-23**.
- viii) Candidates who report to the allotted institutions and are reflected in the list submitted by the institutions as reported/admitted, shall be called "admitted students".

ix) The following documents are required at the time of Reporting:

- a) Four passport sized photographs (same as that in admit card)
- b) CAT 2021/ CMAT 2022/CET 2022 Score/Rank Card.
- c) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- d) Mark-sheets / Certificates of qualifying examination:
- e) 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.
- f) 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

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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.

g) **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-E in Admission Brochure 2022-23 (As per Appendix 5).

h) **Copy of Online Reserved Categories verification slip.**

i) **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/ARMY Category candidates, in addition to all the documents, shall also bring relevant Appendix duly completed. The appendices are available in Part E of Admission Brochure 2022-23.

j) **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.

k) **Application regarding age or any other relaxation with necessary approval (if necessary).**

l) **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.**

m) **Proof of payment of Part Academic Fee** Payment receipt of Rs.40,000/- will be available in candidates profile.

Important Note:-

a) **Admitted Candidates who are allotted an upgraded seat in the Spot Round of Counselling needs to pay an additional amount of Rs. 5000/- at the newly allotted University School/Affiliated College.**

b) **The upgraded candidates have to pay the balance amount of fees (if any), at the newly allotted college/institute/University School. The balance fee paid by such candidates in their previously allotted/reported college/institute shall be refunded to them by the respective college/institute with immediate effect.**

c) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.

d) **The Dean/Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.**

e) **It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.**

f) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees as paid by the candidate at the time reporting be refunded to the candidates on production of online withdrawal slip, if he/she has applied for withdrawal of admission within stipulated date and time of the notified counseling schedule.

g) **The Candidate are required to report and join the respective School/college with the Provisional Allotment Letter, and the necessary record for verification of documents at the School / institution/college and pay the balance amount of fees (if any), as per schedule notified on the website, failing which the admission shall be automatically cancelled.**

Seats left vacant, if any, after spot counselling only shall be considered for admission process of filling up of vacancies for the admission year as per the policy of the University.

(IX) (I) Details of balance Part Academic Fee to be paid at the reporting University School of Studies/Affiliated Colleges/Institutions:

A) In University School of Studies (USS): The balance Part Academic Fee of Rs. 92,000/- (Rupees Ninety Two Thousand Only) may be submitted through:

i) **Demand Draft in favour of "Registrar, Guru Gobind Singh Indraprastha University"**

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ii) NEFT as per details below:

Account Holder Name	Registrar, Guru Gobind Singh Indraprastha University
Account Number	965433641
IFSC Code	IDIB000G082
Bank Name	Indian Bank
MICR Code	110019071
Account Type	SB (Saving Branch)
CBS Code/Branch Code	02029
Branch Name & Address	GGSIU. Sector 16C, Dwarka, New Delhi – 110078.

**** Only the candidates who have been allotted seat in the University School of Studies are requested to make the NEFT payment on the above account details only after they report at the respective University Schools and have their documents verified.**

(II) In Affiliated Colleges/Institutes of GGSIPU: The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.

B) The concerned Dean/Director/Principal, USS & Affiliated Colleges/Institutes will ensure that the Result Awaited candidates will have to submit duly filled and signed **Appendix 4** of Admission Brochure 2022-23. The Dean/Principal/Director shall be responsible to ensure mechanism to monitor the cases of such candidates admitted provisionally to ensure that the candidates are informed prior to the due date of submission of their result as mentioned in the Admission Brochure 2022-23, failing which, shall result in cancellation of their admission in the respective programme and whatsoever, the reason may be, his/her admission will be treated as null and void and the entire fee will be forfeited and under no circumstances, he/she will be allowed to appear in the End Term Exam.

C) The Dean/Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.

XII) Terms And Conditions For Candidates Participating In Spot Counselling:

A. Terms And Conditions For New Entrants:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for the allotted Institute / programme.

B. Those Who Were In Online Counselling System And Have Been Allocated A Seat And Have Also Reported As Admitted:

(i) I undertake that if a seat in Spot Counselling according to my choices / preferences of Institution / programme is allocated to me then I shall deposit additional amount of Rs. 5,000/- as Upgradation fee charge.

(ii) I understand that fee paid at the Institution level where I was earlier allocated shall be refunded to me by the Institution as per the University procedure for refunds in this case.

(iii) I undertake that if new seat is allocated to me in Spot round of Counselling then I abide to take the new allocated seat and do not have any claim on the previous seat.

C. For Those Who Are Already Registered And Have Not Been Allocated A Seat Or Filled Any Choices:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.

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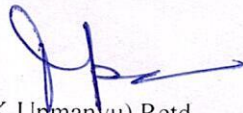
D. For those who were allocated a seat did not pay Rs. 40,000/- part academic fee:

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.

E. Already Registered / Seat Allocated Paid The Fee Then Withdraw Or Not Reported:

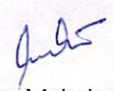
I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 40,000/- for Institute / programme.

All candidates 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.


(Brig P K Upmanyu) Retd.
Incharge (Admissions)

Copy to:

1. Dean / Directors, GGSIP University for information
2. Controller of Finance, GGSIP University, for information.
3. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
4. AR, Registrar, GGSIP University, for information of Registrar.
5. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
6. Manager, Indian Bank for n/a.
7. EDP Section of Admissions Branch.
8. Guard File.


(Geeta Mahajan)
Deputy Registrar, Admissions

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