



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

F. No. IPU/Admissions/Counselling/2022-23/ADCGC/ 2739

Dated: 13/09/2022

**SCHEDULE OF 2<sup>nd</sup> COUNSELLING / ADMISSION 2022-23**  
**ADVANCE DIPLOMA IN CHILD GUIDANCE AND COUNSELLING,**  
**CET CODE 175**

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

**The candidates must read the complete schedule and ensure their presence**

1. The CET qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2022, shall report in person for 2<sup>nd</sup> Counselling for 'Verification of Documents' and Allotment of Seats' at the venue for counselling on the date and time mentioned below, as per their Category and Rank. Details are as below:

Date	Category of Candidates	Time
20.09.2022	All CET qualified candidates seeking admission against seats reserved for <b>PWD category' irrespective of region</b> From <b>Rank 1 onwards</b> (as per the availability of the seats)	11:00 am
	All CET qualified candidates seeking admission against seats reserved for <b>DEFENCE</b> category priority ( <b>I to IX</b> ) <b>irrespective of region</b> From <b>Rank 1 onwards</b> (as per the availability of the seats)	
	All CET qualified candidates seeking admission against seats reserved for <b>'SCHEDULED TRIBE (ST)'</b> category <b>irrespective of region</b> From <b>Rank 1 onwards</b> (subject to availability of the seats)	
	All CET qualified candidates seeking admission against seats reserved for <b>'SCHEDULED CASTE (SC)'</b> category <b>irrespective of region</b> From <b>Rank 1 onwards</b> (subject to availability of the seats)	
	All CET qualified candidates seeking admission against seats reserved for <b>'JAMMU &amp; KASHMIRI MIGRANT (JKM)'</b> category <b>irrespective of region</b> From <b>Rank 1 onwards</b> (subject to availability of the seats)	
	All CET qualified candidates seeking admission against seats reserved for <b>'Economically Weaker Section (EWS)'</b> category <b>irrespective of region</b> From <b>Rank 1 onwards</b> (as per the availability of the seats)	



Date	Category of Candidates	Time
20.09.2022	All CET qualified candidates seeking admission against seats reserved for 'GENERAL (GEN)' category irrespective of region From <b>Rank 1 to 100</b> (subject to availability of the seats)	12:00 noon
	All CET qualified candidates seeking admission against seats reserved for 'GENERAL (GEN)' category irrespective of region From <b>Rank 101 onwards</b> (subject to availability of the seats)	12:15 pm

**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. However, there is no vacant seat in Unreserved category but vacancy may arise due to conversion of Reserved Category seat.
- The conversion of seats reserved for SC, ST etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion was allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
- Seat for EWS category if remained unfilled, the same shall not be converted.
- Allotment of Seats will stop as and when the seats get filled up.
- The provision for reservation in OBC category is not applicable for Post Graduation / Master Level programmes. However, the OBC category candidates shall claim seats in General Category in the order of their rank as per merit, as per their respective regions.

**2. Seat Allocation**

However for Central Government Institutions, if affiliated, seat allocation will be on the basis of seat matrix provided by the Central Government Institute or the instructions received from Govt. of India.

**3. Reservation Policy**

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2022-23 and as notification issued by the GGSIP University from time to time in this regard.



4. **Eligibility Criteria for Programme ADCGC, CET Code-175**

1. Any recognized Master's Degree in Social work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education.  
OR,  
2. M.Ed. from recognized University.  
OR,  
3. Any recognized Bachelor's Degree in Social work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education with minimum 05 years of experience of working with children.  
OR,  
4. B.Ed. from recognized University with minimum 04 years of experience of working with children.  
The candidate must also have studied English (Elective / Core / Functional) (01 paper) at 10+2 level or higher.

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

- a) Bank Draft(s) of Rs. 41,000/- (Including Rs. 1,000/- Counselling Processing Fee (one time non-refundable) 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).
- b) Four passport sized photographs (same as that in admit card).
- c) CET-2022 Admit Card in Original and CET - 2022 Result.
- d) Copy of Admission verification form (Copy of Admission verification form as per Appendix 6 in Part E of Admission Brochure 2022-23).
- e) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy).
- f) 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.
- 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) Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in EWS/ 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 candidates, in addition, shall also bring Appendix 1 duly completed. The Appendix 1, available in Part E of Admission Brochure 2022-23.**

- i) 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.
- j) Application regarding age or any other relaxation with necessary approval (if necessary).
- k) The candidate claiming reservation against EWS category must produce certificate issued by the Competent Authority at the time of verification of documents and allotment of seat.
- m) Experience Certificate (original), if applicable.

**NOTE:**

*The candidate seeking admission under reserved categories/classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in the name of either of the parents (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seats, even on the basis of any undertaking.*

6. **Seat Matrix:** Tentative Vacant Seats for 2<sup>nd</sup> Counselling:  
PWD-2, Defence-1 and EWS-1

**Note:** The students, who have been admitted during 1<sup>st</sup> counselling, in any category, will not be allowed to change their category in the subsequent counselling.

7. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission. Before filling-up the admission verification form at the time of counselling/ allotment of seats, candidate should ensure that he/she fulfills all eligibility conditions as laid down in this Admission Brochure. If it is found at any stage during the entire period of the programme that, the candidate does not fulfill the requisite eligibility conditions his/her admission will be cancelled and also disciplinary action will be initiated against him/her and the entire fee will also be forfeited.

8. **Instructions to be followed at the time of 2<sup>nd</sup> Counselling 2022-23**

- (a) The students, who have been admitted during 1<sup>st</sup> Counselling in any category, will not be allowed to change their category in 2<sup>nd</sup> Counselling.
- (b) The second counselling will commence from rank 1 onwards for all categories/programmes and the seats will be allotted strictly on the basis of merit





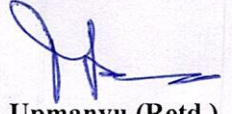
of the candidates. Such candidates, who were absent in the 1<sup>st</sup> Counselling will also be permitted to attend 2<sup>nd</sup> Counselling.

- (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, etc. to General Category shall be done only after completion of 2<sup>nd</sup> Counselling for the reserved category in case of offline counselling. However, while converting the seats during 2<sup>nd</sup> 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.

**9. Open House Counselling:**

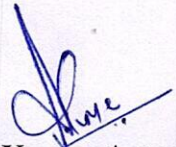
Open House Counselling/Spot Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) on order of merit.

**NOTE- For details, Candidates are requested to go through the Admission Brochure for Academic Session 2022-23.**

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

Copy to:

1. Controller of Finance, GGSIPU, for kind information.
2. Controller of Examinations (O), GGSIPU for kind information.
3. Finance Officer, GGSIPU with the request to depute an official for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
4. Deputy Registrar, GA, GGSIPU, to make the necessary arrangements keeping in view of COVID 19 pandemic.
5. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
6. In-charge, UITs, with the request to upload the schedule of Counselling on University's website.
7. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
8. AR to Registrar, GGSIPU for information of Registrar.
9. EDP section of Admission Branch.
10. Guard file.

  
**(Ajay Kumar Arora)**  
**Assistant Registrar (Admissions)**