

# ADMISSION PROCEDURE

Excerpts from the Admission Brochure of GGSIP University, Delhi.

Law Courses – B.A.LL.B. & B.B.A.LL.B.

Academic Session – 2022-23

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

## ADMISSION BROCHURE

ACADEMIC SESSION 2022-  
2023

PART-A

Details of Programmes offered by GGSIP University 2022-  
23



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

## **CHAPTER 1: List of Programmes offered in GGSIP University**

The admissions to the programmes of studies in the Guru Gobind Singh Indraprastha University (GGSIP University) are either through National Level Test conducted by various authorities or through Common Entrance Tests (CET) conducted by the University or designated agencies accepted by the University or on merit of the qualifying degrees in respective programmes. The programmes of studies are grouped together, on the basis of common syllabi (for CET), for the purpose of conduct of CET. The programme(s) groups, wherever a CET is to be conducted, are assigned a unique CET code. If a programme or programme group is such that the admissions for them is not on the basis of a CET conducted by the University, then the CET code for that programme or programme group is treated as the CET Code. The CET Code indicates specified programme/group of programmes for which specific eligibility conditions have been laid down for Admissions.

The programmes shown in this Admission Brochure are on the basis of programmes whose admission was done through the concerned CET/National Level Test/Qualifying Examination in the Academic Session 2021-22. The list of all such programmes is given below. The University reserves the rights to add or remove any such programme from the list of programmes grouped together for the purpose of admissions in the Academic Session 2022-23.

The University reserves the right to cancel any CET.

Only Indian/ Overseas Citizens of India / Nepal Citizens candidates are eligible for admission through this admission brochure subject to fulfillment of eligibility and admission criterion(s). For admission of students who are not citizens of India, the Office of International Affairs, of the University, shall issue a separate Admission Brochure.

For programmes of studies and /or CETs not specified in this brochure, the University may issue separate notifications or brochures.

Terms and conditions notified in this brochure, and notified time to time on the University website <http://www.ipu.ac.in>, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

## National Level Tests Based Admissions

### National Level Test for Admissions (Non-Medical)

For the following CET Codes the University shall use the merit / score of the National Level Test Conducted by agencies other than the University. They are:

S.No.	Name of Programme	Course Duration	Abbreviated Name of Programme	CET Code
4.	<b>1. Integrated B.A.LL.B.(Hons.)</b> <b>2. Integrated B.B.A.LL.B (Hons.)</b> <b>Note:</b> All admissions shall be on the basis of the merit of Common Law Admission Test – Under Graduate, 2022 (CLAT – UG, 2022) that is conducted by National Law University's on a rotational basis. <b>The University shall not conduct its own CET for admissions</b> , but shall be utilizing the merit prepared on the basis of (CLAT – UG, 2022) for its admissions.	5 yrs	Integrated B.A. LL.B. (Hons.) / Integrated B.B.A.LL.B. (Hons.)	121



#### NOTE:

1. All applicants must appear in the appropriate National Level Test / CET, as specified above, for admission.
2. Applicants must fill the application number / registration number of the National Level Test (as provided by the concerned national test conducting agency at the time of application form submission by the applicant for the concerned national level test) in the University Application form (online) correctly. Failure to provide / enter the application number / registration number correctly shall lead to summary rejection of the application form and the applicant shall not be considered for admission and / or counseling.
3. Only qualified applicants in the appropriate National Level Test / CET shall be considered for admission, through the University counselling, subject to fulfillment of eligibility and admission criteria.
4. Applicants are requested to fill up the online application form. In case, the University does not carry out the admission/ counseling in any of these programmes, the application fee shall be refunded to the candidates. Hence, the applicants are requested to visit the University website for updates.
5. There shall be no CET for admissions to B.Tech/Integrated B.A.LL.B.(Hons) / Integrated B.B.A.LL.B. (Hons) /LLM & B.Arch. Programme. For procedure of admissions to this programme the applicants should see Chapter 2 of admission brochure for eligibility and Admission Criteria.
6. For these programmes eligibility and other conditions see Chapter 2 of Admission Brochure 2022-23.
7. The Separate Brochure for the Programme MBA, MBA(International Business), MBA (Financial Management), MBA (Financial Analysis) and MBA (Analytics) has been released separately.

## CHAPTER- 2: Eligibility Criteria & Admission Criteria

The eligibility conditions specified below for the general / open categories of admissions are specified herein. For relaxation of eligibility conditions for reserved categories, please refer to the Chapter - 9 entitled “Reservation Policy”.

### National Level Test for Admissions

S.No.	Name of Programme	CET Code	ELIGIBILITY CRITERIA & ADMISSION CRITERIA
4.	Integrated B.A. LL.B. (Hons.) / Integrated B.B.A. LL.B. (Hons.)	121	<p><b>Eligibility Criteria:</b> Pass in 12th class of 10+2 of CBSE or equivalent with a minimum of 50% marks in aggregate* and must also have passed English (core or elective or functional) as a subject.</p> <p><b>Admissions Criteria:</b> All applicants are required to appear in Common Law Admission Test – Under Graduate, 2022 (CLAT – UG, 2022) that is conducted by National Law University’s on a rotational basis. The University shall not conduct its own CET for admissions, but shall be utilizing the merit prepared on the basis of (CLAT – UG, 2022) Merit for its admissions.</p> <p>*Aggregate of 50% marks in the 12th class for the purpose of eligibility will be taken as the aggregate of best four subjects (unless otherwise specified) including English.</p>

### General Instructions

- All admissions in the University shall be provisional till regularized by the University.
- Result Awaited candidates may please see the provisions contained in the clause 3.5 of Part A. The eligibility in the Integrated B.A LL.B. (Hons.) /Integrated B.B.A LL.B. (Hons.) programme CET Code 121 will be strictly as laid down by the Bar Council of India. As per Bar Council of India letter No. LE Cir.: 02/2010 dated 20.12.2010, it is stated that “*The applicants who have obtained 10+2 or graduation/post graduation through Open Universities system directly without having any basic qualification for prosecuting such students are not eligible for admission in the law courses.....*” Ref.: BCI Letter No. BCI:D:1823/2010 (LE) dated 31.11.2010.
- Physical Fitness:** The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional. Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India act, at the time of admissions / counselling.



### CHAPTER - 3: Details pertaining to GGSIPU CET (Common Entrance Tests)

#### Graduation Programmes (Non-Engineering) Common Entrance Tests

S. No.	Name of Programme	CET Code	Subjects of Entrance Test*
3.	Integrated B.A. LL.B. (Hons.) / Integrated B.B.A. LL.B. (Hons.)	121	All applicants are required to appear in Common Law Admission Test – Undergraduate, 2022 (CLAT – UG, 2022) that is conducted by National Law University's on a rotational basis. The University shall not conduct its own CET for admissions, but shall be utilizing the merit prepared on the basis of (CLAT – UG, 2022) Merit for its admissions.



\* The division of the number of questions in subparts of the syllabi is indicative.

#### NOTE:

1. Level of questions asked shall be as per the level of qualifying examinations for entry to the programme(s) of studies or as specified.

Result Awaited / Compartment / Supplementary Cases for various Programmes:

- i. All such candidates who have appeared in the qualifying examination (irrespective of the outcome of their final result) will be eligible to appear in the CET 2022-23 and all such candidates will be provisionally admitted in the respective programmes;
- ii. **The candidate will have to submit the final result of qualifying degree proving his/her eligibility on or before 31<sup>st</sup> October 2022 to their concerned Dean/Principal/Director of their respective School/College/Institute where the admission has been granted provisionally. The concerned Dean/Principal/Director must submit the details of these result provisionally admitted students within 7 days i.e. 7<sup>th</sup> November 2022 to Joint Registrar (Admissions), GGSIPU, 16 C Dwarka, New Delhi 110078. In case the candidate fails to submit his/her final result of qualifying degree in the manner as prescribed above to prove his/her eligibility on or before 31<sup>st</sup> October 2022, whatsoever, the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited and under no any circumstances he/she will be allowed to appear in the End Term Exam. No extension beyond 31<sup>st</sup> October 2022 shall be allowed by the University in any case. The Dean/Director/Principal will be responsible to ensure that the eligibility of all students are checked by them to ensure correctness of admissions especially in case of provisional students. The provisional admission will automatically stand cancelled if the candidates fail to submit result in time i.e. 31<sup>st</sup> October 2022.**

**Note:** Those candidates who are seeking provisional admission due to non-declaration of their final year/final semester (please see Appendix 4 of Part F) will however have to provide proof of having passed all papers in all the previous years/ semesters of qualifying degree examinations (whichever relevant). The candidate shall give documentary proof of having appeared in the last semester/year of qualifying examination at the time of Reporting in the allotted college.

The candidate shall undertake that he has appeared in the final semester/final year

## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

examination as on date of admission and result of which has not been declared and is expected to be declared latest by 31<sup>st</sup> October, 2022. He shall further declare that he has no compartment as on this date in his qualifying examination and he is seeking provisional admission only due to non declaration of result of final year/final semester of the qualifying examination by Board/University and not on account of compartment in current or previous years of qualifying degree examination as on date of admission.

1. There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission for e.g. if a candidate obtained 49.9% marks in his/her qualifying examination, then it will not be rounded-off to 50%. Therefore, the candidate is not eligible for that programme where the minimum requirement of marks is 50%. In case candidate for any reason fills the minimum% wrongly in Verification Form, he/she shall be solely responsible.
2. **Physical Fitness:** The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional. Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India act, at the time of admissions / counselling.

3.

### Age Limit for all programmes (Except PGMC/SSMC)

S.No.	Programme	As on 01.08.2022 candidate should not be beyond
1	Integrated B.A. L.L.B. (Hons)/ Integrated B.B.A.L.L.B. (Hons)	No Age Limit, subject to notification of Bar Council of India or the Hon'ble Court(s) before the commencement of Counselling / Admissions

### Note:

1. Candidate should be not less than seventeen (17) years as on or before 31st December of the year of Admission for MBBS/BAMS/BHMS Programme.
2. For MBBS/BAMS/BHMS candidates, the candidate must have attained or will attain the age of Seventeen (17) years as on or before 31st December of the year of Admission. The candidates attaining seventeen years on 01st January or later will not be eligible. Also, the Blind (including colour blind), deaf and/or dumb candidates shall not be eligible for admission in the course.
3. For SC/ST/OBC category candidates for MBBS/BAMS/BHMS, a relaxation of 5 years shall be granted on the maximum age specified.
4. Candidates desirous of applying for age relaxation as per norms above should apply in writing to **Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, N.Delhi 110078.**
5. **Age Relaxation:** The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme (except the following CET's MBBS/BAMS/BHMS) if he/she is satisfied with the merit of the case. Candidates exceeding the upper age limit upto five years may provisionally apply/ appear in the Common Entrance Test. However, they would be required to submit to the satisfaction of the Admission Officer an explanation regarding the gap period, i.e., the details of the period spent by him/her after passing the qualifying examination to justify the relaxation. Such explanation should be in the form of an application to the concerned Admission Officer along with supporting documents (if any). Any relaxation of age beyond this shall be given by the Registrar of the University. The candidates desirous of applying for age relaxation should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University.
6. If a candidate takes admission on the basis of a false age claim, the admission of such a

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

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## CHAPTER- 4: Information regarding Common Entrance Test Examinations.

### Online Registration and submission of Online application form for Admission in B.A.LL.B. & B.B.A.LL.B. Programmes

#### Online Registration Fee

1. All the candidates seeking admission on the basis of merit in NLT/GGSIPU CET are hereby instructed that they have to carry out Registration and also submit Application Form through Online Mode only by paying the requisite Registration Fee of Rs.1200/- excluding processing charges and taxes, as applicable (non-refundable). The Online Registration Process shall commence w.e.f. **03.03.2022**. The word "Registration" henceforth shall mean Online Registration as well as submission of Online Application Form.
2. The registration process will be done on online mode on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).
3. Online Registration for participation in Online Counselling is mandatory for admission in various Programmes for Academic Session 2022-23.

#### Important Dates

Activity	Starting date	Closing date
Online Registration and Submission of Online Application Form along with Registration Fee for admission in various Programmes on the basis of NLT/GGSIPU CET	<b>04.03.2022</b>	<b>30.04.2022</b>

a) Registration is mandatory for all given below programmes:

#### National Level Test for Admissions

S.No.	CET Code	Name of Programmees
1	121	Integrated B.A.LL.B (Hons)/ Integrated B.B.A.LL.B (Hons.)

#### General Guidelines for Common Entrance Examinations

1. Computer Based Test (CBT Mode) will be conducted for CET.
2. The test centers for the Common Entrance Tests to be conducted by the University shall be notified by GGSIPU.
3. There may be negative marking for every incorrect answer. 'Incorrect answers will include wrong answers' as well as "those which contain more than one answer to the question." For each incorrect answer 1 mark will be deducted.
4. The University shall declare the result in respect of qualifying candidates and the list will be displayed on the University's website, i.e., <http://www.ipu.ac.in> No separate intimation to this effect will be sent to the candidates individually.
5. The University does not issue or supply or intimate the marks / ranks to any candidate and no correspondence on the subject will be entertained. However, marks obtained by individual candidate can be seen or downloaded from the University's website <http://www.ipu.ac.in>
6. The rules of examinations as enshrined in the University Act, Statutes, Ordinances, Regulations and procedures or as approved by the Vice Chancellor of the University shall be applicable on all candidates.

## CHAPTER- 5: Seat Allocation

### Abbreviations

NCR: National Capital Region.

NCT of Delhi: National Capital Territory of Delhi.

GATE: Graduate Aptitude Test in Engineering

### Important Note

#### **Delhi Region 85% of the Sanctioned Intake.**

The candidates shall be considered as **Delhi Region Candidates** if they have passed the qualifying examination from any school / institute located in NCT of Delhi or from any college / institute affiliated to GGSIP University. All such candidates shall be notified as “**Delhi Region Candidates**” for the purpose of counseling for admission.

#### **Outside Delhi Region 15% of the Sanctioned Intake.**

The candidates shall be considered as **Outside Delhi Region Candidates** if they have passed the qualifying examination from any school / institute located Outside Delhi. All such candidates shall be notified as “**Outside Delhi Region Candidates**” for the purpose of counseling for admission.

The policy as stated in the admission brochure is subject to the change in compliance of the University and/or Government of NCT of Delhi policies as notified from time to time, on or before the date of commencement of first counselling.

### Minority/Non Minority Affiliated Colleges/Institutes

#### Non-Minority Colleges/Institutes

- a. 85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/Institute located in NCT of Delhi and will be grouped under term “Delhi Region Candidate”. These seats will be filled up through the merit /rank list of the respective CET Code prepared for Delhi Region candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres in Delhi will be considered as Delhi Region Candidates but the responsibility to provide proof of his/her study centre in Delhi will be of the candidate only. These will also apply to candidate seeking admission as per point 27 of Important Instructions of this Admission Brochure.
- b. 15% seats are reserved for Outside Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/ Institute located outside Delhi and will be grouped under term “Outside Delhi Region Candidate”. These seats will be filled up through the merit/rank list of the CET prepared for Outside Delhi Region Candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres outside Delhi will be considered as Outside Delhi Region Candidates but the responsibility to provide proof of his/her study centre outside Delhi will be of the candidate only.
- c. Seat allocation for Delhi Region Candidate and Outside Delhi Region Candidate will be on the basis of directions of Govt of NCT of Delhi.

### Minority Institutions

The seats would be allocated on as per policy of Govt. of NCT of Delhi that have a minority status.

**Note for Section 5.1:**

1. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre issued by the respective Board / University of being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region Category.
  2. **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice Versa:** Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa for the programmes for which offline counseling will be done during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counselling. Instructions for the programme for which online counseling is done, are mentioned later in the Admission brochure.
  3. In case of Self Financing Colleges/Institutes (except Minority Institutions), Sanctioned Intake includes 10% Management Quota (unless surrendered by the respective college/institute) seats (as per the CET Code). However, in case of University Schools of Studies, Govt. Institutes and Minority Institutions, there will be no Management Quota.
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## CHAPTER- 6: Reservation Policy

### Abbreviations

D : Delhi Region  
OD : Outside Delhi Region  
GEN : General Category  
SC : Scheduled Caste  
ST : Scheduled Tribe  
Def : Defence  
PWD : Persons With Disability  
OBC : Other Backward Castes  
MGMT : Management Quota  
DSC : Delhi region Scheduled Caste  
DST : Delhi region Scheduled Tribe  
Ddef : Delhi region Defence  
DPWD : Delhi region Persons With Disability  
DOBC : Delhi region Other Backward Castes  
ODSC : Outside Delhi region Scheduled Caste  
ODST : Outside Delhi region Scheduled Tribe  
ODDef : Outside Delhi region Defence  
ODPWD : Outside Delhi region Persons With Disability  
AISC : All India region Scheduled Caste  
AIST : All India region Scheduled Tribe  
AIDef : All India region Defence  
AIPWD : All India region Persons With Disability  
KM : Jammu and Kashmir Migrants  
EWS: Economically Weaker Section

### Relaxation in Eligibility

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 or as specified by the statutory body governing the programme of study, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

**Note:**

- a. Relaxation of any kind, as mentioned above and elsewhere in this 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 those relaxations, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.
- b. **In addition to original document as referred above, the candidate will also have to upload/submit/bring the relevant format as per Appendix 10 of Part F duly completed in original and signed which will become part of the Admission file.**

**CHAPTER- 10: Online Counselling Procedure**

The online counselling will be conducted for the following given below programmes.

S.No	Abbreviated Name of Programme	CET Code
1	Integrated B.A. LL.B.(Hons.)/ Integrated B.B.A. LL.B. (Hons.)	121

**General Instructions**

1. The detailed instructions about the online centralized counselling shall be available on the University website [www.ipu.ac.in](http://www.ipu.ac.in) & <https://ipu.admissions.nic.in>. Candidates are advised to go through the details thoroughly at these sites before registration. This information shall be available before the start of the online centralized counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.
2. The candidates must read the conditions of eligibility as given in the Admission Brochure 2022-23 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before initiating the process of Online Registration.
3. 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 untrue the admission to the programme shall be cancelled and the fees will be forfeited.
4. 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.
5. The detailed instructions regarding the procedures of the online centralized counselling for admission shall be notified prior to the time of start of counselling process, however, the tentative schedule has already been given in the Admission Brochure 2022-23. The instructions in this Admission Brochure 2022-23 shall be treated only as a general guideline.
6. The Refund Policy has been provided in Part E of the Admission Brochure 2022-23 and the procedure for withdrawal from admissions prior to completion of admission process shall be notified separately on the University website.
7. **Instructions to the USS/ Institute/ Colleges regarding furnishing of Certificate stating the Reported Status against the finally Admitted Students after a particular Round of Online Counselling.**

All the University School of studies (USS) and Affiliated Institute/ Colleges are required to submit a certificate to the Admission Branch immediately after the reporting schedule of a particular Round of Counselling stating that, all the students allotted seats in their USS / Institute/ Colleges after a particular Round of Counselling have been shown reported on the NIC Portal and that there is not even a single Student being allowed to attend classes who has not been allotted any seat after a particular Round of Counselling and who has not reported/ paid balance fee in their USS/ Institute/ Colleges. In case any student who has not been allotted seat after a particular round of Counselling and who has not reported/ paid balance fee subsequent to the allotment is found/ Reported and attending classes at any later stage, the concerned USS/ Institute/ colleges shall be responsible for the lapse and no such students, under any circumstances will be allowed to continue his/ her studies in the said USS/ Institute/ Colleges.

**Submission of Online Counselling Participation Fee at the time of Enrollment for participation in Counselling process**

## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

1. Candidate has to deposit a fee Rs 1000/- plus charges as applicable, as one time (non refundable) Online Counselling Participation Fee, as per the schedule for each CET Code. The taxes and charges applicable has to be paid by the candidate and are non-refundable.
2. For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <http://https://ipu.admissions.nic.in> and select the option for “payment of counselling participation fee”, enter CET details viz CET Roll No, Date of Birth and Mobile Number etc.
3. After submission of the details as mentioned in para 2, the candidate will get option of Online payment:
  - i. Net Banking /Credit Card and Debit Card.
4. The candidates are required to check the status of fee payment on the website (<http://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.
5. 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.
6. 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.
7. In case of any problem regarding payment of fees, 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.
8. **Submission of registration fees of Rs. 1200/- is mandatory before initiating the process of enrollment by paying counselling participation fee of Rs. 1000/-. It is to inform that enrolling for Online Counselling by paying Counselling Participation Fee is mandatory for choice filling for further allotment of seat. The payment of Counselling Participation Fee is just a part of the counselling process and just payment of this fees does not entitle the candidate to admission.**

### **Enrollment for Centralized Online Counselling Process:**

1. After confirmation of receipt of having paid the Counselling Participation Fee, for various programmes, the candidate has to Enroll himself/herself within the specified period notified on the website.
2. The candidate during Registration, has already entered the programme code details in the admission website (<https://ipu.admissions.nic.in>) and after authentication, the candidate would have entered his/her personal /academic /contact details (with address, mobile no. & email ID).
3. During the Registration process, the candidate would have got login ID and password.
4. 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. The login Id and the password would be required by the candidate to complete the process of Enrollment and pay Counselling Participation Fee.
5. Change password: The candidates can also change the password if required using the change Password menu.
6. In case the candidate has problems in Online Enrollment, he/she needs to report in person to the Helpdesk of the University with the relevant proof of depositing the Registration Fee of Rs. 1200/- before the end of the Enrollment period.
7. **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 Enrollment and thereafter the candidate shall lose the right to claim any ignorance for having failed to do so within time.**



## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

8. Candidates are advised to check all the filled in details before taking the print out.
9. All candidates must take print out/screen shot of the Registration Form as well proof of having enrolled for online counselling (receipt of Counselling Participation Fee). The document verification shall be carried out through online mode on the basis of information provided and updated by the candidate till enrollment period.

### 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 enrollment for online counselling, 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 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>.
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.
7. 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.
8. **Candidates and their parents are advised, in their own interest, to visit the various Colleges/Institutes affiliated to the University prior to the date(s) of counseling to ascertain the location, academic and infrastructural facilities available such as hostel, transportation etc. in the various Colleges/Institutes which may facilitate their decision-making at the time of filling choices for various Colleges/Institution during the Online counseling for allotment of seat as per his/her preferred choice . Any representation regarding location of allotted Colleges/ Institution at far away distance from place of residence or non availability of transportation shall not be entertained by the University.**

### Result / Allocation of Seats in every round

1. After the choice filling period is over, all the choices/preferences filled by the candidate will be considered for online allotment of seat as per merit and respective category and region.
2. All such candidates, as listed below, will not be considered for allotment of seat:
  - i. Candidates who have not Enrolled by not paying the counselling participation fee,
  - ii. Paid the counselling participation fee but not Enrolled,
  - iii. Paid the counselling participation fee and Enrolled but not filled choices/preferences.
  - iv. Candidates who were allotted a seat in any round but did not pay the part academic fees of ` 40000/- shall not be considered in subsequent round of counselling.
  - v. Any other condition as defined by the communication of the University.
3. Results MUST be checked by the candidate through his/her account login given during the registration process. No personal intimation will be communicated to the candidate in person.
4. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
5. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.
6. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 40,000/- to confirm the allotment and participation in the subsequent round of counselling, failing which,

## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he wishes to.

7. Candidate can pay the admission fee against the provisionally allotted seat through Online option which are same as in case of the Counselling Participation Fee.
  - i. Through Net Banking/Credit Card/Debit Card.
8. Candidate can print Admission Fee Receipt, immediately after payment of part Academic Fee of ₹ 40,000/- in case of option 7.
9. The option of printing the Academic fee receipt will be available only for the respective round within the specified period and the record will not be available in the subsequent round of online counselling.
10. In case the fee receipt is not available on the website within the specified time as mentioned in point 8, candidate is advised to contact Helpdesk of University to resolve the issue.

### Option of Freeze/Float by candidate after allotment of seat after Round of Counselling

1. 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 seat by clicking the freeze option available in his/her account in the counselling website within the specified time period.
2. 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.
3. **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.**

### Withdrawal and Fee Refund after online Rounds of Counselling

1. 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.
2. All candidates who have withdrawn, freezed 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.

### Last Round of Allotment of Seats for Online Counselling:

1. Enumerated below is the standard procedure; however the University shall notify the procedure to be followed, through separate notification.
2. In the last round of online centralized counselling, the category wise seats shall be converted to unreserved category after doing seat allotment of the reserved category in case, even after exhausting the complete merit of reserved category candidates, the reserved category seats remain vacant.
3. The region wise seats shall not be converted to All India Region unless the complete merit list in that particular region has been exhausted. Thus, the vacant seats in the region shall be offered to the candidates in the same region till the merit is exhausted.
4. Only the candidates allocated seats, who have paid the Part Academic Fees of INR 40000/-, have not frozen their allotment, and have not withdrawn as per procedure notified, shall be eligible for the sliding round of online counselling.
5. During the process of sliding round, the preferences already entered shall be utilized for allotment of vacant seats. In the sliding round after completion of sliding process of the already allotted candidates, the vacant seats so created and available shall also be offered to the candidates as per



## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

the merit and preferences. Prior to the sliding round, the reserved category seats either would have been offered to the reserved category candidates or would have got converted to un-reserved category.

### **Sliding of Allotted Seat after Last Round of Online Allotment of Seats:**

1. Enumerated below is the standard procedure; however the University shall notify the procedure to be followed, through separate notification.
2. Only the candidates who have been allocated seats before the sliding round and who paid the part academic fee of INR 40000/- and did not withdraw their admission or did not freeze the allotted seat by following due procedure of the University, shall be eligible for this round.
3. The sliding round shall be based on the preferences already entered by the candidates in the online counselling system on the basis of merit of CET of the candidates.
4. If a candidate, who has paid the Part Academic Fees does not want to participate in the sliding round, then such candidates must freeze their allotment.
5. After the sliding round, the allocated candidates must report to the allocated institutions for verification of documents and payment of the balance amount of fees (if any).

### **Reporting of candidates to the allotted institute/college:**

1. After the sliding round of online seat allotment, 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/-, he can generate Provisional Admission Slip along with the Enrollment number.
2. The Candidate are required to report and join the respective School/college with the Admission Slip, the Provisional Allotment Letter, the Academic Fee Receipt 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.
3. 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 seats vacant due to non-reporting of candidates only shall be considered for spot counselling of the admission year.
4. All admissions in the University shall be provisional till regularized by the University.
5. Result Awaited candidates may please see the provisions contained in the para 3.5.
6. Candidates who report to the allocated institutions and are reflected in the list submitted by the institutions as reported / admitted, shall be called “admitted students”, and if they wish to withdraw/cancel their admission, then they have to apply as per the refund policy of the University. The detailed refund policy of the University shall be notified separately on the University website.

### **Spot Counselling**

1. The spot counseling shall be conducted online after completion of the admission process, only for the purpose of filling up vacant seats, if any.
2. All eligible candidates desirous of participating in the “Spot Counselling” shall have to pay a counselling (separate) participation fee for each round of Spot Counselling. The participation fees in the “Spot Counselling” shall be INR 500/- (non-refundable / transferable) for each round of Spot Counselling. However, the number of Spot Counselling Rounds shall be notified separately.
3. The “Spot Counselling” shall be done for vacancies remaining after reporting of allocated candidates to Schools of Studies / Colleges / institutions allotted and arising during the process of “Spot Counselling” as enumerated below. Since, all conversions of categories are completed in the last round of online counselling (Section 10.9), the spot counselling shall consider all seats to be filled as unreserved.

## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

4. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the spot counselling.
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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 Online Spot Counselling.
  8. All admissions in the University shall be provisional till regularized by the University.
  9. Result Awaited candidates may please see the provisions contained in the chapter 6 of Part B.
  10. All “not admitted” candidates will be eligible to participate in the Spot Counselling.
  11. 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.

### **Filling of seats (if any) after Spot Counselling**

1. If any seats are left vacant (out of the seats reported as vacant, after the reporting of “admitted / allocated” candidates to concerned University School of Study / College / Institution and taken to the spot counselling phase for filling up) out of the seats considered in the spot counselling, the procedure for filling up these seats shall be notified by the University on its website <http://www.ipu.ac.in>.
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