



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-75

Website: www.ipu.ac.in

F.No. IPU-7/Schedule of Counselling/BBA/2011/ 7210

Dated: 01/09/11

NOTIFICATION SCHEDULE OF 2nd COUNSELLING/ADMISSION 2011-12

Test Code-20

BBA /BBA(B&I)/ BBA (CAM)/ BBA (T&TM) & BBA (MOM) Programme,

**Venue of Counselling :- Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-75**

1. The qualified candidates, whose names have been appeared in the merit list, drawn on the basis of CET-2011, shall report **in person** for Counselling/Admission at the venue of counselling; on the date and time mentioned below as per their Category and Rank.

07.09.2011	All qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi – ST Category ’.	09.30 a.m.
	All qualified candidate seeking admission against seats reserved for ‘Kashmiri Migrant Category’ and ‘Delhi & Outside Delhi Region – PH Category ’.	2.00 p.m.
08.09.2011	All qualified candidate seeking admission against seats reserved for Delhi & Outside Delhi – SC Category as per the Rank Below :- • Rank 1 to 11,000	09.30 a.m.
	• Rank 11001 to 15500	2.00 p.m.
9.09.2011	• Rank 15501 to 17500	09.30 a.m.
	• Rank 17501 onwards	2.00 p.m.
10.09.2011	All the qualified Candidates seeking admission against seats reserved for – Delhi & Outside Delhi Defence Category as per the priority given below:- (i) Widows/Wards of Defence personal killed in action; (ii) Wards of serving personnel and ex-servicemen disabled in action; (iii) Widow/Wards of Defence Personnel who died in peace-time with death attributable to military service; (iv) Wards of Defence Personnel disabled in peace-time with disability attributable to military service; (v) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards; (vi) Wards of ex- servicemen; (vii) Wards of serving personnel	09.30 a.m.
	All the qualified candidates seeking admission against seats reserved for Delhi OBC Category as per rank below :- • Rank 1 to 5000 (only for Government Institutes)	04.00 p.m.

12.09.2011	All the qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi General Category as per rank below :-	
	• Rank 1 to 1000	09.00 a.m.
13.09.2011	• Rank 1001 to 2000	02.00 p.m.
	• Rank 2001 to 3000	09.00 a.m.
14.09.2011	• Rank 3001 to 4000	02.00 p.m.
	• Rank 4001 to 5000	09.00 a.m.
15.09.2011	• Rank 5001 to 6000	02.00 p.m.
	• Rank 6001 to 6400	09.00 a.m.
16.09.2011	• Rank 6401 to 6800	02.00 p.m.
	• Rank 6801 to 7200	09.00 a.m.
17.09.2011	• Rank 7201 to 7600	02.00 p.m.
	• Rank 7601 to 8000	09.00 a.m.
18.09.2011	• Rank 8001 to 8400	02.00 p.m.
	• Rank 8401 to 8800	09.00 a.m.
19.09.2011	• Rank 8801 to 9200	02.00 p.m.
	• Rank 9201 to 9600	09.00 a.m.
20.09.2011	• Rank 9601 to 10000	02.00 p.m.
	• Rank 10001 to 10600	09.00 a.m.
21.09.2011	• Rank 10601 to 11200	02.00 p.m.
	• Rank 11201 to 12000	09.00 a.m.
22.09.2011	• Rank 12001 to 12800	02.00 p.m.
	• Rank 12801 to 13600	09.00 a.m.
23.09.2011	• Rank 13601 to 14400	02.00 p.m.
	• Rank 14401 to 15200	09.00 a.m.
24.09.2011	• Rank 15201 to 16000	02.00 p.m.
	• Rank 16001 to 16800	09.00 a.m.
25.09.2011	• Rank 16801 to 17600	02.00 p.m.
	• Rank 17601 to 18400	09.00 a.m.
26.09.2011	• Rank 18401 to 19200	02.00 p.m.
	• Rank 19201 onwards	09.00 a.m.
	• Open House if required	02.00 p.m.

2. Document(s) required at the time of Counselling/Admission.

- (a) The Candidates will bring all the original certificates of qualifying examination i.e. 10th, 12th class (Mark Sheet and Certificate). A photocopy of the original certificates will also be produced which will be retained by the University. In the absence of mandatory documents of proof for eligibility the candidates will not be allowed to attend the counselling.
- (b) Bank Draft(s) of **requisite fee (Rs.40,000/- Forty Thousand only)** in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. The candidate will write his name, date of admission, phone, mobile No., name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s).

For details refer chapter 13(4) of the Admission Brochure-1, 2011-12.

- (c) Filled-in Admission Verification Form as per **Appendix 13**, of the Admission Brochure-1, 2011-12.
- (d) Preference Sheet as per **Appendix 14**, of the Admission Brochure-1, 2011-12.
- (e) Admit Card of CET-2011 (Original).
- (f) Proof of date of birth (Secondary School Marks Sheet & Certificate) (Original and Photocopy).

of admission, phone, mobile No., name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s).

For details refer chapter 13(4) of the Admission Brochure-1, 2011-12.

- (c) Filled-in Admission Verification Form as per **Appendix 13**, of the Admission Brochure-1, 2011-12.
- (d) Preference Sheet as per **Appendix 14**, of the Admission Brochure-1, 2011-12.
- (e) Admit Card of CET-2011 (Original).
- (f) Proof of date of birth (Secondary School Marks Sheet & Certificate) (Original and Photocopy).
- (g) Certificate and Mark Sheet of the 12th class examination issued by the Board should also be produced (Original and Photocopy).
- (h) 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 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. Please read the Admission Brochure.
- (i) SC/ST/OBC/Physically Handicapped/Defence Category/Kashmiri Migrants Certificate(s) whichever applicable, on the basis of which reservation is claimed (Original and One Photocopy). As given in **Appendix 16** should be used.
- (j) **The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST/DOBC category than he has to bring SC/ST/OBC certificate issued by the Govt. of NCT of Delhi and also should have passed his/her qualifying exam from Delhi.**
- (k) Conduct and Character Certificate in original from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (Original), not more than 6 (Six) months old.
- (l) Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as give in **Appendix 4** (Original).
- (m) Affidavit on non-judicial stamp paper of Rs. 10/- (Rupees Ten) for seeking provisional admission only in case the result of qualifying examination is yet to be declared, as per **Appendix 3**.
- (n) Application regarding age relaxation (if necessary).

Notes:-

- a. *The Original Certificates (except the admit card, medical certificate & Character Certificate) will be returned to the candidates after verification. The photocopies of these certificates, admit card (in original), medical certificate (in original) & Character Certificate (in original) shall be retained.*
- b. *In case any of the above document(s) is/are in any language other than Hindi/English, then authentic translation in English/Hindi shall have to be produced duly verified by the issuing institution/gazetted officer/(original and photocopy) by the candidate at the time of Counselling/ Admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission by the Admission Officer, for which only the candidate will be responsible.*
- c. *In case the Degree/Certificate has been obtained from some University/Board of any other country then an equivalence certificate must be obtained from Association of Indian Universities (AIU) New Delhi prior to attending the counselling.*
- d. *For the candidate seeking Admission under reserved category i.e. Schedule Caste/Schedule Tribe/OBC certificate, wherever applicable. The reservation certificate should be issued from the*

respective state/region in which the reservation is claimed e.g. In case any candidate claims for the seat reserved for DSC/DST.DOBC category than he has to bring SC/ST/OBC certificate issued by the Govt. of NCT of Delhi from the authorities competent to issue the same. (Please refer Para 7.2.3) **The reservation certificate should be in the name of the candidate seeking admission. The reservation certificate in the name either of parents (Father/Mother) is not acceptable. The name and other particulars in the reservation certificate should be identical to that in CET form as well as in the 10th & 12th class certificates. Any variation in the name or other particulars in reserved category certificate may lead to refusal for admission by admission officer in the reserved category. In absence of reserved category certificate, the candidate will not be entitled for any provisional admission in reserved category on the basis of any undertaking.**

Notes:-

- (a) 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.
- (b) In case of married woman applying to any course under reserved category has to produce the caste certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
- 3. **It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before filling-up the verification slip at the time of Counselling/allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2011-12. If it is found at any stage during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.**
- 4. **Fee Structure #**

S. No	Programme	Amount payable at the time of Counselling/Admission
1.	BBA BBA(B&I) BBA (T&TM) BBA (CAM) BBA(MOM) BBA (IH)	Rs. 40,000/- (Rupees Forty Thousand only)

The Institute are further allowed to charge Rs.1000/- per student per annum as Students Activity fee and Rs.5000/- (one time payment-refundable) as Security Deposit over & above the Total Fee Payable (from 7th August to 17th August, 2011). Further, institute wise additional fee to be paid in the respective institutes is detailed in Appendix-12 of Admission Brochure-I for the session 2011-12. **The candidates are advised to submit balance fee in the concerned institute/college, which he/she got admission.**

- 5. **The Category wise Seat Matrix will be displayed at the time of the Counselling/Admission for the Academic Session 2011-12.**
- 6. **Seat Allocation**

For Reservation and Conversion of reserve seats: Please refer Chapter 11 & 12 of Admission Brochure-I, 2011-12.

Procedure for 2nd Counselling:-

- a. A candidate, who has taken admission at the time of 1st counselling, and then he / she withdraws his/her admission will not be considered for admission in the 2nd counselling.

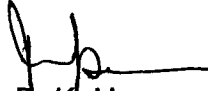
- b. The Second Counselling will commence from rank one onwards for all categories / programmes and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling as per their rank.
- 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. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and time of 2nd counselling and where ranks lower than his rank have been offered the choice of change of programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
- e. The students who take admission in first counselling would be allowed to exercise the option to change the programmes/institute in the second counselling within the ambit of the programmes/institutions included in the specific Test Code after depositing an additional sum of Rs.5,000/- in form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled date and time. If he/she does not report on the scheduled date and time, then the right of change of programme/institute shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University. Category change will also not be allowed in 2nd counselling.
- f. Admission will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on University's Website. Parents/candidates are advised to check University's Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
- g. A candidate, who fails to exercise the option in person during 2nd Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
- h. **Further, the students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd counselling.**
- i. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling.
- j. The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Provisionally admitted candidates are further advised to carefully check suffix (p) to their enrolment number printed in the Admission Slip.
- k. The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only during the 2nd Counselling. While converting the seats during 2nd counselling, any unfilled seat reserved for ST Category will be offered 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.

8. Open House Counselling

Counselling on the Open Day will be held only if any seat(s) remains vacant till this date. The said seat(s) will be offered on this day to the qualified candidate(s) in order of merit as per his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

- a. The rest of the procedure for Second Counselling shall remain the same as for the first counselling.
 - b. **In case a candidate drops out after taking admission in the second counselling or thereafter, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second counselling only if he/she intends to pursue the programme.**
9. **Withdrawal of Admission during/after 2nd counselling.**
No request for withdrawal of admission will be entertained of the students admitted in 2nd counselling. Any dropout/cancellation during/after 2nd counselling will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.
10. All the candidates who get admission in the 2nd counselling, shall report to their respective Institutions/University Schools on 1st August 2011 or on the day following the day of the admission, if the admission is granted after 1st August, 2011.


(Col. P. K. Upmanyu)
Joint Registrar, (Academic)

F.No. IPU-7/Schedule of Counselling/BBA/2011/7210

Dated: 01/09/11

Copy to:

1. Dean, USMS, GGSIP University, for information
2. Controller of Finance, GGSIP University, for information.
3. Controller of Examination, with request to provide the rank wise shorted sheet of student application (CET application form).
4. All Admission Officer(s)/official for information.
5. Joint Registrar (G.A.), GGSIP University with the request to make necessary arrangements at Counselling Venue.
6. Dy. Registrar, (Store) GGSIP University for necessary arrangement.
7. Add. Dy. Registrar (Purchase) GGSIP University for necessary arrangement.
8. Finance Officer, GGSIP University for information
9. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
10. PS to Hon'ble Vice-Chancellor, GGSIP University.
11. PS to Registrar, GGSIP University.
12. Academic Reception Counter.
13. EDP section of Academic Branch
14. Guard File.