


GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A State University established by the Govt. of NCT of Delhi)

Sector-16-C, Dwarka, New Delhi-110078



F. No. IPU/Admissions/Counselling/2023-24/MOT(N)/ 4399

Dated: 18/09/2023

SCHEDULE OF 2nd ROUND OF OFFLINE COUNSELLING / ADMISSION SESSION: 2023-24
**FOR ADMISSION TO MASTER OF OCCUPATIONAL THERAPY (NEUROLOGY)
(CET CODE-108)**
**Venue of Offline Counselling: Guru Gobind Singh Indraprastha University,
Sector 16 C, Dwarka, New Delhi-110078.**

1. All the eligible (CET 2023 qualified) candidates, whose names appeared in the merit list, drawn on the basis of CET 2023, shall report in person for 2nd counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Details are as below:

Date	Category of Candidates	Time
26.09.2023	All qualified candidates, irrespective of region seeking admission from Merit Order/ Rank 1 onwards	11:00 pm
	OPEN HOUSE COUNSELLING, if seats remain vacant (subject to availability of seats)	12:00 noon

- a) Allotment of Seats will stop as and when the seats get filled up.
- b) 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.

2. Seat Allocation in Delhi and Outside Delhi Region

For clarification on Region i.e. Delhi or Outside Delhi, candidates may please refer to the Chapter 5: 'Seat Allocation', Part-A, Admission Brochure 2023-24. Remaining Seats will notified well before commencement of 2nd round of offline counselling.

3. Reservation Policy

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2023-24.

4. Eligibility Criteria for Programme- Master of Occupational Therapy (Neurology) CET Code 108.

Pass in Bachelor of Occupational Therapy (BOT) with 50% marks in aggregate from a recognized University

5. Offline Counselling Procedure

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure' Part-A, Admission Brochure 2023-24.

6. Fee

Bank Draft(s) of Rs. 61000/- (including Rs 1000/- counselling participation fee non refundable) is required at the time counselling in favour of **Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi**. The candidate will write his 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). Balance fee (if applicable) shall be paid by the candidate at the allotted institute.

Documents Required for Verification and Allotment of Seats:

- a) Four passport sized photographs
- b) CET Rank Card/Merit Order of CET-2023 (copy)
- c) CET-2023 Admit Card (in original) 2023.
- d) Filled Admission verification form as per Appendix 4A of Part E of Admission Brochure 2023-24.
- e) Filled Preference sheet as per Appendix 7 of Part E of Admission Brochure 2023-24.
- f) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)

- g) Mark-sheets / Certificates of qualifying examination:
- h) 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.
- i) 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 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.
- j) 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 2023-24 (As per Appendix 6).
- k) Reserved Category Certificate:
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD must bring their reservation certificate (the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians) in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. **The Defence Category candidates, in addition to all the documents, shall also bring Appendix 1 duly completed. The appendices are available in Part E of Admission Brochure 2023-24.**
- l) 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.
- m) There is no OBC and EWS seats in self financed and minority institute.
- n) Application regarding age or any other relaxation with necessary approval (if necessary).
- o) 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.

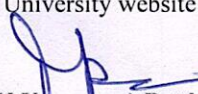
7. Procedure for Second Counselling

- a) Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard. It may be noted that the classes for the Academic Session of the University shall start on 1st September, 2023.
- b) The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) 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 against the resultant vacancies.
- c) Candidates who attended the first counselling and paid the counselling processing fee of Rs. 1000/- shall not be required to pay the counselling processing fee to participate in the 2nd counselling.
- d) Candidates who did not attend the first counselling or did not pay the counselling processing fee of Rs. 1000/- shall be required to pay the counselling processing fee to participate in the 2nd counselling.
- e) 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.
- f) A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and 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.

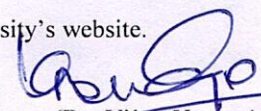
- g) Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
- h) The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counselling, within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the 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 venue, date and time, or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute 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.
- i) A candidate, who fails to exercise the option in person during Second 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.
- j) 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. Candidates once enrolled in the University at the end of counselling will not be considered for admission through Management Quota.
- k) The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
- l) Open House Counselling / spot counselling: 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) in order of merit. The seat(s) shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has reported for counselling on that day. A counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling. A transfer fee of Rs. 5000/- shall have to be deposited by the candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2nd counselling schedule.

NOTE: For details, Candidates are requested to go through the Admission Brochure for **Academic Session 2023-24** available on the University website. The candidates are also advised to visit the University website i.e. www.ipu.ac.in regularly for updates.


(Brig P K Upmanyu) Retd
Incharge (Admissions)

Copy of the above forwarded to the following for information:

- 1. Controller of Examinations, GGSIPU for kind information
- 2. Controller of Finance, GGSIPU, for kind information and 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.
- 3. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
- 4. In-charge, UITs, with the request to upload the schedule of Counselling on University's website.
- 5. Guard file.


(Dr. Vijay Kumar)
Deputy Registrar (Admissions)