



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A STATE UNIVERSITY ESTABLISHED BY GOVT. OF NCT OF DELHI"

SECTOR-16 C, DWARKA DELHI – 110078

Website: www.ipu.ac.in

F. No. IPU-7/ DI(Academic)/M.A.(English)-Offline Counselling/2024/ 548 Dated: 02/07/2024

SCHEDULE OF 2nd COUNSELLING FOLLOWED BY OPEN HOUSE COUNSELLING

ADMISSION SESSION: 2024-25

Master of English [M.A. (English)] (CET Code – 113): OFFLINE COUNSELLING

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

The candidates must read the complete schedule and ensure their presence

- The CET qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2024, shall report in person for 2nd 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
08.07.2024	All CET qualified candidates seeking admission against seats reserved for Economical Weaker Section (EWS)	10:00 AM
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR SUB-CATEGORY DEFENCE (PRIORITY-WISE I TO IX)</u> All Candidates belonging to UR-DEF; SC-DEF and ST-DEF (Irrespective of Region – Delhi and Outside Delhi)	10:15 AM
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR SUB-CATEGORY PWD (PH)</u> All Candidates belonging to UR-PWD; SC-PWD and ST-PWD (Irrespective of Region – Delhi and Outside Delhi)	10:30 AM
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST SC Category (Delhi & Outside Delhi)</u>	11:00 AM
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST ST Category (Delhi & Outside Delhi)</u>	11:30 AM
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST GENERAL/UNRESERVED CATEGORY (DELHI & OUTSIDE DELHI)</u> From RANK 1 to 75	12:00 Noon
	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST GENERAL/UNRESERVED CATEGORY (DELHI & OUTSIDE DELHI)</u> From RANK 76 to 150	2:00 P.M
09.07.2024	<u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST GENERAL/UNRESERVED CATEGORY (DELHI & OUTSIDE DELHI)</u> From RANK 151 onwards	10:00 AM
	<u>OPEN HOUSE COUNSELLING, if required</u> For more details please refer sub point 'e' of Para 8 mentioned as below.	02:00 P.M.

* Allotment on the horizontal Sub-Category seats shall be carried out as per the guide lines given in the following paras.

* Please note that, if there are no seats in any sub-categories viz DST-PH, DST-DEF, ODSC-PH, ODSC-DEF, ODST-PH and ODST-DEF, they may claim seat in UR/ other respective category in their respective region.

* The candidates claiming seats in any sub category shall have to produce the valid certificate for both the categories for claiming a seats e.g. a candidate claiming a seat belonging to SC-DEF shall have to produce valid certificate for SC category as well as Defence Category

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.
- The Defence and PWD reservation shall be in all categories in a horizontal manner. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR-PWD, SC-PWD & ST-PWD remain vacant, they shall be reverted to the parent category first during the 2nd Counselling.
- The conversion of seats reserved for SC, ST to General Category shall be done only after the completion of 2nd counselling for the reserved categories.
- There shall be no reserved seats for OBC category candidates for Post Graduation/Master Level Programme; hence, they shall be eligible for allotment of seat in UR/GEN category or any other applicable sub-category of the candidate.
- Allotment of Seats will stop as and when the seats get filled up.

1. 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 2024-25.

2. Reservation Policy

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2024-25.

3. Eligibility Criteria for Programme- Master of English [M.A.(Eng.)] (CET Code-113) :

Graduation in any discipline from a recognized University with aggregate of 50% marks.

4. Offline Counselling Procedure

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure' Part-A, Admission Brochure 2024-25.

5. Fee:

Bank Draft(s) of Rs. 97,000/- (Rs.96,000/- towards Seat Acceptance/Part Academic Fee plus Rs 1,000/- (Non-Refundable) towards 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 (alongwith a set of photocopies):

- a) Four passport sized photographs
- b) CET Rank Card/Merit Order of CET-2024 (copy)
- c) CET-2024 Admit Card (in original) 2024.
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2024-25.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2024-25.
- f) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)

g) 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.

h) **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.

i) **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-F in Admission Brochure 2024-25 (As per Appendix 5).

j) **Result Awaited:** candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2024-2025.

k) **Reserved Category Certificate in addition to Appendix 10:**

The candidates seeking admission under reserved categories, must have to mandatorily bring the entitled supporting certificate in his/her name. The Candidates for further details **must read Chapter 6 (Reservation Policy)** of respective Admission Brochure 2024-25.

In case the candidate is claiming the seat reserved for DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi only.

For claiming reservation on a seat reserved for Defence Category, the candidate must have to bring the duly filled and signed Appendix 1 of Admission Brochure 2024-25 by the competent authority as mentioned in Admission Brochure 2024-2025.

Reserved Category Candidates who fail either to bring documents as per notified schedule or whose documents are not in order will forfeit his/her right for the reserved category claimed and will automatically be converted to General Category as per University rules.

All reservation category candidates who are seeking admission in reserved category in SC/ST/DEF/PWD/KM 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.

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 financing and minority institute.

n) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (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.

6. 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 verification slip at the time of verification of documents/counselling/allotment of seats, candidate should ensure that he/she fulfills all eligibility conditions as laid down in the respective Admission Brochure for the session 2024-25. 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 his/her and entire fee will also be forfeited.

7. **Seat Matrix:** Seat Matrix to be displayed at the time of Counselling.

8. **Procedure for Second Counselling**


- a) The students, who have been admitted during 1st counseling in any category, will not be allowed to change their category in 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.
- 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 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 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. If he/she does not report on the scheduled venue, 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.
- e) **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.
- f) **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa:** In the Offline Counselling, Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa 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).

9. **Reporting:** All candidates are advised to visit the University website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

10. **FEE REFUND:-**


Refer Chapter 12 of Admission Brochure 2024- 2025.

All the candidates who wish to participate in the Offline Counselling for admission in above mentioned Programme for Academic Session 2024-25 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. Candidates are also advised to please refer Admission Brochure for Academic Session 2024-25 for more details.


(Prof. Udayan Ghose)
Director- Incharge (Academic)

Copy to:

1. Controller of Finance, GGSIPU, for kind information and needful.
2. Controller of Examinations, GGSIPU for kind information
3. Finance Officer, GGSIPU with the request to depute an official at the counselling venue for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
4. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
5. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
6. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
7. AR to Registrar, GGSIPU for information of Registrar.
8. Guard file.


(Dr. Vijay Kumar)
Deputy Registrar (Academic)