



University School of Management Studies  
Guru Gobind Singh Indraprastha University

Sector-16-C, Dwarka, New Delhi-78 Website: www.ipu.ac.in

GGSIPO/USMS/Schedule-MBA (Weekend)/2024-25

Dated: 10.07.2024

**NOTIFICATION**

**SCHEDULE OF EXTENDED OPEN HOUSE COUNSELLING/ADMISSION 2024-25**

**EXECUTIVE MBA PROGRAMME ON WEEKEND BASIS**

**TEST CODE-155**

Venue of Counselling: - University School of Management Studies,  
Room No. 313, D- Block,  
Guru Gobind Singh Indraprastha University,  
Sector-16-C, Dwarka, New Delhi-110078.

All candidates whose name have been displayed in the merit list and also have relevant work experience and NOC for admission in Executive MBA- programme on weekend basis shall report in person for Counselling/Admission at the above mentioned venue; on the date and time mentioned below as per their Category and Rank.

Date	Category of Candidates	Time
20.07.2024 (Saturday)	All the candidates seeking admission against seats reserved for SC/ST/PH/EWS-GEN and Defense Category AS PER PRIORITY mentioned in the Admission Brochure for session 2024-25.	10.00 a.m.
	All the candidates seeking admission against seats reserved for <u>DELHI AND OUT SIDE DELHI GENERAL CATEGORY</u>	10.30 a.m.
	▪ <b><u>OPEN HOUSE COUNSELLING</u></b> <u>RANK 01 ONWARDS</u> (irrespective of any category and region)	11.00 a.m.

**IMPORTANT NOTES:**

- (a) Since the 2<sup>nd</sup> Counselling for Executive MBA programme on weekend basis falls on Saturday the prospective candidates are advised to keep all their documents & Demand draft of requisite fee ready before time.
- (b) Seat intake for Executive MBA programme on weekend basis will be displayed at the time of counselling.
1. The Rank Wise Merit List of candidates, who have applied for admission in MBA- Weekend programme, has already been displayed at University website.
2. For seeking admission in Executive MBA - Weekend programme, eligibility criteria mentioned in Admission Brochure- 2024-25 may be referred.
3. The Candidate claiming the reservation under EWS category must produce certificate issued by the competent authority at the time of verification of document and allotment of seat.

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

- Bank Draft(s) of Rs. 97,000/- drawn in favor of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. Write the name of the candidate, name of the programme and Contact No. on the back of Bank Draft.
- Filled-in Verification Form as per Appendix: 6 of Part F Admission Brochure 2024-25 <http://www.ipu.ac.in/Adm2024brs/PGAppendices2024050224.pdf>.
- SC/ST/Physically Handicapped/Defense Category/EWS Certificate(s) whichever applicable, on the basis of which reservation is claimed (Original and One Self-Attested Photocopy).
- 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 category then he has to bring SC certificate issued by Govt. of NCT of Delhi and also passed his/her qualifying exam from Delhi.**
- Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer/Notary Public /Current employer (Original and One Photocopy).
- Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as given in Appendix: 2 (Original) <http://www.ipu.ac.in/Adm2024brs/PGAppendices2024050224.pdf>.
- **No-Objection Certificate from the employer for pursuing the programme.**
- **Experience Certificate (Original).**

### Note :-

- (a) *The Original Certificates (except the medical certificate, experience and No-objection certificate) will be returned to the candidates after verification. However, the photocopies of these certificates medical certificate (in original) and No objection 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 of any other country then an equivalence certificate must be obtained from Association of Indian universities prior to attending the counselling.*
  - (d) *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 candidate himself/ herself and not in favour of respective parents/ guardians.*
  - (e) *In case of married woman applying 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.*
  - (f) *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 being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region. The proof of Study Center has to be from the Graduating University certifying that study center is their approved Study Center.*
5. 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 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 2023-24. 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 entire fee will also be forfeited.
  6. Admission will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up for the particular round.
  7. The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall.

## INSTRUCTION TO BE FOLLOWED AT THE TIME OF 2<sup>ND</sup> COUNSELLING :

- a. The Second Counselling will commence from rank one onwards for all categories 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.**
- b. A candidate, who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat.
- c. Admission will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up.
- d. **A candidate, who fails to exercise the option in person during 2<sup>nd</sup> 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.**
- e. **DE-RESERVATION OF UNFILLED DELHI QUOTA SEATS TO OUTSIDE SEATS AND VICE VERSA: SEATS RESERVED FOR DELHI CATEGORY WILL BE CONVERTED TO OUTSIDE DELHI CATEGORY AND VICE VERSA WILL BE DONE DURING 2<sup>ND</sup> COUNSELING AS OPEN HOUSE COUNSELLING. IT IS CLARIFIED THAT NO SUCH CONVERSION WILL BE ALLOWED BEFORE OPEN HOUSE COUNSELLING.**

### 8. OPEN HOUSE COUNSELLING

IN OPEN HOUSE COUNSELLING THE VACANT SEATS 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. THE REST OF THE PROCEDURE FOR SECOND COUNSELLING SHALL REMAIN THE SAME AS FOR THE FIRST COUNSELLING.

9. **CLASSES WILL COMMENCE FROM 3<sup>rd</sup> August 2024.**

### 10. Withdrawal of Admission:

All the withdrawal application shall be processed in accordance with the Refund Policy 2024-25, as notified in Part-C (Chapter-12) of Admission Brochure 2024-25. The same is available on University website [www.ipu.ac.in](http://www.ipu.ac.in). All the candidates are requested to note the same and withdrawal will be carried out accordingly.

*Udita Taneja*  
Prof. Udita Taneja)  
10/7/24 Dean-USMS

F. No. GGSIPU/USMS/Schedule-MBA (Weekend)/2024-25

Dated : 10.07.2024

Copy to:

1. Director-In-charge (Academic), with the request to please provide seat matrix, Slot-Chart and software for smooth conducting of counseling /admission.
2. Controller of Finance, with the request to depute an official at the counselling venue for collection of Demand Draft and verification of Admission Slips in this respect before the same are issued to the candidate.
3. In-charge- UITS, with the request to upload the schedule of Counselling along with Merit List on University's Web site.
4. AR O/o Hon'ble Vice-Chancellor, GGSIP University.
5. AR O/o Registrar, GGSIP University.
6. Guard File.

*Udita Taneja*  
Prof. Udita Taneja) 10/7/24  
Dean-USMS