

# 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](http://www.ipu.ac.in)

F. No. IPU-7/ (USLA)/Offline Counseling/2025/ 648

Dated: 17-07-2025

## SCHEDULE OF 2<sup>nd</sup> COUNSELLING FOLLOWED BY OPEN HOUSE COUNSELLING

### ADMISSION SESSION: 2025-26

#### BA in Liberal Arts (CET Code-451): OFFLINE COUNSELLING

Venue of Counseling: Room No., CGF-1, Ground Floor, C-Block,  
Guru Gobind Singh Indraprastha University, Sector 16 C,  
Dwarka, New Delhi-110078.

The candidates must read the complete schedule and ensure their presence

1. The CET qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2025, shall report in person for 2<sup>nd</sup> 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
24.07.2025	All CET qualified candidates seeking admission against seats reserved for Jammu & Kashmir Migrant	10:00 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR SUB-CATEGORY DEFENCE (PRIORITY-WISE I TO IX)</b></u> SC-DEF (Irrespective of Region – Delhi All Candidates belonging to DOBC-DEF (Delhi Region Only)	10:05 AM ✓
	<u><b>All CET 2025 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR "Army Category"</b></u> ** Army seats available only at Army Institute of Education, Noida. *** Seats of Army Quota will be distributed irrespective of Defence Priority.	10.15 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR SUB-CATEGORY PWD (PH)</b></u> All Candidates belonging to UR-PWD; SC- PWD (Delhi Region Only)	11:00 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST SC Category (Delhi &amp; Outside Delhi)</b></u>	11:15 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST ST Category (Delhi &amp; Outside Delhi)</b></u>	11:30 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST DOBC Category (Delhi Region Only)</b></u>	11:45 AM ✓
	<u><b>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED FOR CATEGORY EWS (Delhi &amp; Outside Delhi)</b></u> All Candidates belonging to EWS	2:00 PM ✓

GPS

	<b><u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST GENERAL/UNRESERVED CATEGORY (DELHI &amp; OUTSIDE DELHI)</u></b> From RANK 1 to 500	3:00 PM
	<b><u>All CET 2024 QUALIFIED CANDIDATES CLAIMING SEATS RESERVED AGAINST GENERAL/UNRESERVED CATEGORY (DELHI &amp; OUTSIDE DELHI)</u></b> From RANK 501 onwards	4:00 PM
25.07.2025	<b><u>OPEN HOUSE COUNSELLING, if required (Subject to availability of vacant seats)</u></b> For more details please refer sub point d of Para 8	11:00 AM

**Note-** 2<sup>nd</sup> counseling will be held for vacant seats as per availability after completion of 1<sup>st</sup> counseling allotment of Seats will stop as and when the seats get filled up. Please refer the enclosed seat matrix list for availability of seats.

\* 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, 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 2<sup>nd</sup> Counselling.
- The conversion of seats reserved for SC, ST to General Category shall be done only after the completion of 2<sup>nd</sup> 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 2025-26.

2. **Reservation Policy**

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2025-26.

3. **Eligibility Criteria for Programme-BA in Liberal Arts (CET Code- 451)**

As mentioned in UG Admission Brochure 2025-26.

4. **Offline Counselling Procedure**

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure' Part-A, Admission Brochure 2025-26.

*DRS*



5. Fee

**Bank Draft(s) of Rs. 96,000/- (Ninety Six Thousand Only) towards Counseling Participation Fee is required at the time counseling 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-2025 (copy)
- c) CET-2025 Admit Card (in original) 2025.
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2025-26.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2025-26.
- 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) **Army Institute of Education:**  
Candidate claiming seats in Army Institute of Education shall produce Appendix 9(A)/9(B)/9(C) whichever is applicable.
- 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-F in Admission Brochure 2025-26 (As per Appendix 5).
- k) **Result Awaited: candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2025-2026.**
- l) **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 2025-26.  
  
In case the candidate is claiming the seat reserved for DSC/DST/DOBC category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST/DOBC certificate issued by the Competent Authority of Govt. of NCT of Delhi only.

**The Reservation for OBC category is applicable only in University School of Studies.**

**For Reservation in OBC Category :**

For claiming reservation against OBC category in Delhi Region, candidates must have to bring "**OBC CERTIFICATE (DELHI)**" digitally signed and OBC Certificate issued to original residence of Delhi prior to 1993 belonging to the list of OBC castes in Delhi issued by Competent Authority of Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi.



Certificate issued for **"Applying for appointment to Post under Govt. of India"** or issued by any other state government **will not be accepted under any circumstances.**

**"OBC CERTIFICATE"** issued by a Competent Authority of Delhi to an individual **on the basis of OBC Certificate of his/her parents from another state will not be accepted** for claiming a seat under OBC Category.

Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after **31<sup>st</sup> March, 2025.** It is mandatory to submit the **Non-Creamy Layer Certificate issued after 31<sup>st</sup> March, 2025** for claiming Reservation against OBC Category.

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 2025-26 by the competent authority as mentioned in Admission Brochure 2025-2026.

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 / OBC / 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.

- m) 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.
  - n) There is no OBC and EWS seats in self financing and minority institute.
  - o) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (if necessary).
  - p) 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 fulfils 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.



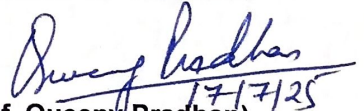


- c) A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late during the process of counseling and seats are vacant, 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](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

10. **FEE REFUND:-**

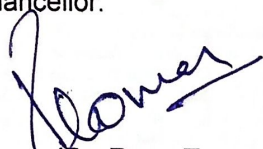
Refer Chapter 12 of Admission Brochure 2025- 2026

All the candidates who wish to participate in the Offline Counselling for admission in above mentioned Programme for Academic Session 2025-26 are advised in their own interest to visit the University website [www.ipu.ac.in](http://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 2025-26 for more details.

  
(Prof. Queeny Pradhan)  
Dean (USLA)

**Copy to:**

1. Controller of Finance, GGSIPU, for kind information and needful.
2. Director Incharge, Admission for 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. Renu Tomar)  
Assistant Registrar, USLA