



Guru Gobind Singh Indraprastha University
(A State University established by the Govt. of NCT of Delhi)
Sector-16-C, Dwarka, New Delhi-110078
Academic Branch



F. No. IPU-7/ DI(Academic)Online Counselling/2025/ 999

Dated: 22/07/2025

Schedule of 03rd Round /Sliding Round followed by Physical Reporting**Activities to be done by the Candidates during ROUND 03 /Sliding Round of Online Counselling
i.e., Uploading of Educational Testimonials and Choice Filling**

1. All the CAT 2024 qualified and registered candidates are hereby informed about the procedure to be followed by the candidates prior to and after declaration of Result of Round 03 for the given below programmes:

S. No.	Name of the Programme	PRG Code
1.	MBA (CAT)	101

2. Candidates who are not eligible for Round 03
(a) Candidates who were allotted a seat in Round 02, but did not pay the requisite Part Academic Fee.
(b) Candidate who chose 'withdrawal' option.

3. Schedule for Uploading of Educational testimonials & Reserved Category documents and Choice Filling :-

Sl No.	Particulars	Activity to be done by the Candidates	Starting Date	Closing Date
a)	Candidate who have filled online application form and paid the requisite application fee of Rs. 2500/- (Non Refundable) and have NOT <u>registered for Counselling during Previous Round</u>	uploading of educational testimonials and reserved category documents AND Filling of choices (compulsory for allotment of seat)	22.07.2025 (05:00 PM)	23.07.2025 (11:59 PM)
b)	Addition / modification / deletion / editing of choices / preference of colleges /streams by the candidates who have already been allotted a seat, paid the requisite part academic fee, whose documents have been successfully verified, chosen the FLOAT option in round-2 AND The candidates <u>registered in previous Rounds but did not fill choices</u>	Filling of choices (compulsory for allotment of seat)	22.07.2025 (05:00 PM)	23.07.2025 (11:59 PM)
c)	Date of Declaration of Round 03 Result	24.7.2025/25.07.2025		

Important Note:

- (a) Edit / Correction Window **SHALL NOT BE OPENED** for candidates who have been allotted a seat in previous Round, deposited the Part Academic Fee and whose documents have been verified.
- (b) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes they seek admission; the correctness of the details filled with respect to region; category or any other such details for allotment of seat. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
4. Candidates are directed to refer the University Notification No. 25/2025, F.No. GGSIPU/DI(Academic)/Misc/2025/440 dated 07.05.2025 vide which all the stakeholders were informed that verification of documents uploaded by the

candidates FOR ALL THE CANDIDATES will be carried out POST ALLOTMENT i.e. PURSUANT to the Allotment of Seat irrespective of category/region filled by the candidates.

5. Instruction to be followed by the Candidates at the time of Filling up of Choice(s).

- a) Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
- b) After enrollment for online counselling, candidate has to fill choices for allotment, from the list of all possible combinations of all institutes and courses available, in the order of his/her preference, during the choice filling period.
- c) Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
- d) Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting the desirable seat. For the benefit of the candidates, the stream-wise and institute-wise and rank-wise Admission Rank cut off data is available on University Website and as relevant link in <https://ipu.admissions.nic.in>.
- e) From previous experiences, it has been noted that some candidates fill up very few / limited number of choices, may result in non-allotment of seat during seat allotment. Therefore it is once again advised that the candidates should fill as many choices as possible to ensure that they have better chances of allotment of seat.
- f) The candidates are also advised to fill choices/preferences, then save the same and then take the print out of the saved choices/preferences to be retained for future reference.
- g) Candidates and their parents are advised, in their own interest, to visit the various Colleges/Institutes affiliated to the University prior to the date(s) of counseling to ascertain the location, academic and infrastructural facilities available such as hostel, transportation etc. in the various Colleges/Institutes which may facilitate their decision-making at the time of filling choices for various Colleges/Institution during the Online counseling for allotment of seat as per his/her preferred choice. Any representation regarding location of allotted Colleges/ Institution at far away distance from place of residence or non-availability of transportation shall not be entertained by the University.

6. PROCEDURE TO BE FOLLOWED FOR VERIFICATION OF DOCUMENTS OF ALL THE ALLOTTED & PART ACADEMIC FEE PAID CANDIDATES (ONLINE COUNSELLING) - POST VERIFICATION

- i. The information data such as Category/Sub Category, Region, Qualifying Exam Marks, etc., filled by candidates will be considered for allotment of seat, subject to Online verification of documents uploaded by the candidates on the portal.
- ii. After the allotment of seat, the candidates will have to pay the Part Academic Fee of Rs. 96,000/- or Rs. 60,000/- (as applicable) to confirm the allotment and for further participation in the subsequent round(s) of counselling, failing which, the candidate will lose any claim to the allotted seat. Online verification of document in respect of such candidates will be not carried out, as well as these candidates will not be considered for any subsequent round of Online Counselling, even if he wishes to; before Spot Round.
- iii. The candidate will be required to submit Willingness (either Freeze or Float) in their logins.
- iv. In case of any discrepancies in the uploaded documents observed during the online document verification process, queries shall be raised and sent in the candidates' logins. Hence, the candidates will be required to visit their logins regularly.
- v. The candidate must respond to those queries raised, in online mode, within the stipulated time. In response to the query answered, if the uploaded document is found ok, then he/she will be eligible for next round; if candidate has chosen the 'FLOAT' option.
- vi. Additional queries may be raised in case the discrepancies still persist, which candidates are required to respond in order to resolve queries.

- vii. Failure to respond to the queries on time will lead to cancellation of the allotted seat and the candidates will no longer be able to participate as per claimed / filled data in the subsequent rounds of online counseling. The candidate will be eligible to participate in the subsequent round as per the Category/Sub Category/Region, etc so decided by the University basis on the online verification of documents on merit of the case. It is the responsibility of the candidate to check the online portal at regular intervals of time and respond to queries (if any) without fail within stipulated time. **NO SEPARATE INTIMATION WILL BE GIVEN TO THE CANDIDATES.**
- viii. For candidates whose Category/Sub Category/Region/marks in qualifying examination/fulfilling of eligibility criteria etc document is found to be incorrect during online verification of document OR who do not respond to queries with regard to Category/Sub Category / Region document, the Category/Sub Category/Region will be changed by the University and the same will be final for the purpose of seat allocation as per his/her merit.
- ix. In addition to above, the eligibility/ correctness of documents of the allotted candidates shall also be verified by the respective allotted college/ institute at the time of Physical Reporting. If at that stage, the allotted candidate fail to produce the requisite documents against his/her claimed allotment, his/her allotted shall be cancelled with immediate effect.
- x. At the time of reporting, if any documents regarding eligibility, caste etc are found false and fake, the seat allocated to the candidate shall stand cancelled.

7. PROCEDURE TO BE FOLLOWED AFTER DECLARATION OF RESULT OF ROUND 03: ACADEMIC SESSION:2025-26

Sl. No.	Activity	Starting Date	Closing Date
	<u>IN CASE OF SEAT ALLOTMENT</u>		
a)	Payment of Part Academic Fee of Rs. 96,000/- only through NET Banking/Credit Card/Debit Card. (Fee payment is mandatory to become eligible further rounds of online counselling).	After declaration of result of Round 03	27.07.2025 (10:00 PM)
b)	Submit Willingness: Candidates is required to submit his/her willingness (FLOAT/FREEZE) for subsequent rounds of Online counseling FLOAT (YES-Upgradation)/FREEZE (NO-Upgradation)	After declaration of result of Round 03	27.07.2025 (10:30 PM)
c)	Printing of Provisional Seat Allotment Letter	After verification of Documents	28.07.2025 (11:59 PM)
d)	Post Allotment Verification of documents (online verification of documents of the allotted candidates will be carried out by the University through online mode, who have paid requisite part academic fee for the A.S. 2025-26), refer Para 6 above.	After declaration of Result of Round 03 and subsequent payment of Part Academic Fee	28.07.2025 (04:00 PM)

Important Note:

- Results **MUST** be checked by the candidate through his/her account login. No personal intimation will be communicated to the candidate in person or thorough mail.
- After the allotment of seat, the candidates will have to pay the part Academic Fee as mentioned in the table above to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose his/her claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he/she wishes to.

- It is again reiterated that, such candidates, who were allotted seats in this round but did not pay the part academic fees as mentioned in the table above shall not be considered in subsequent round of counselling.
- Further, it is informed that during the process of verification of documents (post-allotment), the candidates' credentials will be verified ONLY FOR THE ALLOTTED Category / Region. Validity of claimed category will be verified once the seat is allotted under that claimed reserved category.

8. Result / Allocation of Seats in every round

- a) Result MUST be checked by the candidate in his/her account login made by them on the portal. No personal intimation will be communicated to the candidate in person or through mail.
- b) After the allotment of seat, the candidates will have to pay the part Academic Fee as mentioned in the table above to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he wishes to.
- c) All such candidates, who were allotted a seat in this round but did not pay the part academic fees as mentioned in the table above, shall not be considered in subsequent round of counselling.
- d) Candidate can print Provisional Seat Allotment Letter after completion of Post Allotment of Online Verification of Documents, if the seat is allotted to him/her and paid part academic fee.
- e) The option of printing the Provisional Seat Allotment Letter will be available only for the respective round; within the specified period, as per the schedule of the University and the record will not be available in the subsequent round of online counselling.
- f) Candidate can pay the admission fee against the provisionally allotted seat through Online option which are same as in case of the Counselling Participation Fee.
Through Net Banking/Credit Card/Debit Card.
- g) Candidate can print Admission Fee Receipt, immediately after payment of part Academic Fee
- h) The option of printing the Academic fee receipt will be available only for the respective round within the specified period and the record will not be available in the subsequent round of online counselling

9. Option of Freeze/Float by candidate after allotment of seat after Round of Counselling

- a) After every round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted seat by clicking the freeze option available in his/her account within the specified time period, as per the schedule of the University.
- b) If the candidate wants to upgrade his/ her choice by participating in next round of counseling as per his/ her filled choices, he/she should choose option FLOAT.
- c) Those candidates who opts 'FLOAT' option will be able to participate in next round of counselling and his/ her allotted seat will get retained if the candidate is not able to get higher choice.
- d) In case you fail to submit the willingness, then, the system will consider "FLOAT" as default.
- e) If Round 02 allotted seat upgraded during Round 03 of online counselling, in that condition, the candidates shall be abide to take the new allocated seat and they will not have any claim on the previous seat.
- f) In case candidate fails to submit the willingness, then, the system will consider "FLOAT" as default.

10. Withdrawal and Fee Refund after online Rounds of Counselling

- a) After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account.
- b) Allotted and Fee paid candidates are allowed to withdraw their admission upto 28.07.2025 at 11:59 pm.
- c) All candidates who have withdrawn, freezed their seat, not paid the Part Academic Fee as mentioned above in the table and who do not fulfill the eligibility criteria, will not be participating in the subsequent round of online counselling and the vacancies with respect to such candidates will be considered for allotment of seat in subsequent Rounds.
- d) Amount after deduction will be refunded to the candidate in the bank details as filled by themselves during online registration. No request for change of bank details will be entertained at later stage.
- e) No request for refund of fee will be entertained after stipulated date and time as detailed in the counselling schedules. No representation for refund of fee at later stage will be entertained by the University. Request of refund of fee and withdrawal of admission shall not be entertained through post/email/fax.

11. Sliding Round

SLIDING OF ALLOTTED SEAT AFTER ROUND 03

Only the candidates who have been allocated seats before the sliding round and who paid the part academic fee of INR 96000/- or Rs. 60000/- (whichever applicable) and did not withdraw their admission or did not freeze the allotted seat by following due procedure of the University, shall be eligible for this round.

Date of Declaration of Sliding Round 29.07.2025

Allotted and Fee paid candidates are allowed to withdraw their admission upto 04.08.2025 at 11:59 pm.

Important Note:

- i. If Round 03 allotted seat upgraded during Sliding Round of online counselling, in that condition, the candidates shall be abide to take the new allocated seat and they will not have any claim on the previous seat.
- ii. There is no submit willingness is required after conclusion of Sliding Round.

12. Reporting of candidates to the allotted institute/college

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	<u>MANDATORY REPORTING AT THE ALLOTTED COLLEGE</u> <u>Reporting of candidates to the allotted USS/institute/college</u>	30.07.2025 (11:00 am to 04:00 pm)	31.07.2025 (11:00 am to 04:00 pm)

Important Note:

- i. This is continuation to Para 3.4 of UG/PG Admission Brochure 2025-26, it is pertinent to mention there that Appendix 4 was only applicable for those candidates, whose result have not been declared by the Board/University up till now.
- ii. Candidates, who have uploaded Appendix 4 but have compartment in class 12th exam/back in any exam of any semester of qualifying exam are not eligible to take admission.
- iii. Some of the Candidates have been provisionally verified during online verification. But now, at the time of physical reporting, Institutes are directed to verify their documents carefully and in case, anyone found having compartment/back and had uploaded Appendix 4 are not eligible to take admission.

13. Documents are required at the time of Reporting to the allotted institute/college (Original and Photocopy):

- a) Four passport sized photographs
- b) NLT Score/Rank Card and NLT Admit Card 2025.
- c) Online Registration Form 2025.
- d) Online Generated Allotment Letter 2025
- e) Online Generated Candidate Profile Letter 2025.
- f) Online Document Verification cum Seat Acceptance Letter 2025.
- g) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- h) Mark-sheets / Certificates of qualifying examination (12TH/UG/PG/etc, whichever is applicable):
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 along with marksheet, certificate from the University imparting open / distance education certifying the location of the study Centre to be submitted.

j) Physical Fitness Certificate.

k) Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/ etc must bring their reservation certificate 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 as detailed above Para.

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) Proof of payment of Part Academic Fee Payment receipt of Rs.96,000/ or Rs. 60000/-.

Important Note:-

- a) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.
- b) The Dean/Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.
- c) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- d) Institutes are required to submit a certificate within two days to the Academic Branch after the reporting schedule of a particular Round of counselling stating that all documents (i.e. qualifying exam eligibility, reserved category certificate, NLT/CET score card etc) of allotted candidates in their USS/Institute have been verified and they are found eligible (including remaining academic fees) and thereafter all the candidates after a particular round of counselling have been shown reported on the NIC portal by the concerned USS/Institute and that there is not even a single Student being allowed to attend classes who has not been allotted any seat after a particular round of counselling.
- e) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees as paid by the candidate at the time reporting be refunded to the candidates on production of online withdrawal slip, if he/she has applied for withdrawal of admission within stipulated date and time as notified by the University.

14. Rest of the terms and Conditions shall remain same as notified in the Admission Brochure 2025-26. All the candidates are advised in their own interest to visit the University website www.ipu.ac.in and <https://ipu.admissions.nic.in> for regular updates. Candidates are also advised to please refer Admission Brochure for Academic Session 2025-26.

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

Copy to:

1. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
2. AR, Registrar, GGSIP University, for information of Registrar.
3. All Principal/Director, Self Financing Institutes affiliated to GGSIP University for information and needful.
4. Incharge, UITS, GGSIP University to upload on the University Website.
5. PRO, GGSIP University to display Schedule on the University's Notice Board(s).
6. Guard File.


-(Dr. Vijay Kumar)
Deputy Registrar (Academic)