



Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

F. No. IPU/Admissions/Counselling/2019-20/MPO/13707

Dated: 26/8/19

SCHEDULE OF 1st COUNSELLING/ADMISSION SESSION: 2019-20
MASTER IN PROSTHOTICS & ORTHOTICS (MPO) (CET Code: 109)

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

1. All the eligible (CET 2019 qualified) candidates, whose names appeared in the merit list prepared on the basis of CET, shall report in person for 1st 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:

Verification of Documents and Allotments of Seats

Date	CATEGORY	Time
30.08.2019	All qualified candidates, irrespective of Region and Category seeking admission from • Rank 1 onwards	11:00 a.m.

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 2019-20.
3. **Reservation Policy**
Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2019-20.
4. **Eligibility Criteria for Programme-Master in Prosthetics & Orthotics (MPO)**
Pass in Bachelor of Prosthetics & Orthotics programme (BPO) with 50% marks in aggregate from a recognized University.
5. **Offline Counselling Procedure**
Candidates shall please refer to the Chapter 9: 'Offline Counselling Procedure' Part-A, Admission Brochure 2019-20.
6. **Documents Required for Verification and Allotment of Seats:**
 - a) Bank Draft(s) of Rs. 41000/- [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.
 - b) Four passport sized photographs (same as that in admit card)
 - c) CET Rank Card of CET-2019
 - d) CET Admit Card (in original) 2019
 - e) Copy of Admission verification form (Copy of Admission verification form as per **Appendix 4A in Part B of Admission Brochure 2019-20.**)
 - 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-B in Admission Brochure 2019-20 (As per Appendix 6).**

j) **Reserved Category Certificate:**

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / KM 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. The appendices are available in Part B of Admission Brochure 2019-20.**

k) **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.**

l) Application regarding age or any other relaxation with necessary approval (if necessary).

m) 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.

Important Note:

l) **REGARDING CORRECTION, IF ANY, TO BE CARRIED OUT: ATTENTION:**

All such Qualified CET Candidates seeking admission in MPO progrmame hereby once again informed that keeping in larger interest of candidates, who are still approaching the University for correction to be carried out in Date of Birth, Spelling mistake in name or the parent's name or in the Choice of Category claimed for the purpose of availing reservation in the submitted CET form/application and change of region and others etc., they have to submit the request application in physical form along with the copy of fee of challan of Rs. 500/- submitted in Indian Bank Branch at GGSIP University, Dwarka Sector 16 C. The candidate must submit the copy of request application and challan of Rs. 500/- in physically in Admissions Branch, GGSIP University, Sector 16 C, Dwarka, New Delhi 110078 on working days between 10 a.m. to 04:00 p.m. till start of the conduct of 1st counselling. However, no payment is required in case of change of existing category to EWS category. No request for removal of discrepancies through email shall be entertained.

All concern may please note that this is an opportunity given to the candidates seeking corrections in details so filled in the CET form.

7. 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 2019-20. 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.

8. **Seat Matrix:** To be displayed at the time of counseling.

9. **Withdrawal of Admission**

Last Date of Withdrawal is 04.09.2019. The refund shall be processed as per the notified Refund Policy 2019-20 of the University, shall mandatorily be submitted in the prescribed format available in Part B, Admission Brochure 2019-20, (Appendix-8). The same shall be submitted in the Admissions Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078. A proper receipt for withdrawal will be issued in lieu thereof. It is once again informed that the request for withdrawal has to be made in the Admissions Branch, GGSIPU only and in the prescribed format necessarily.

The refund shall be processed as per the notified Refund Policy 2019-20 of the University.

10. **Commencement of Academic session 2019-20:**

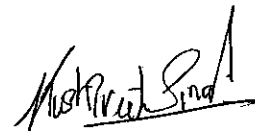
The Academic session of the University shall commence as per notified schedule for Academic session 2019-20.

Note: For details, Candidates are requested to go through the Admission Brochure for Academic Session 2019-20 for information.

(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information
2. Controller of Examinations, GGSIPU for kind information
3. Finance Officer, GGSIPU with the 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.
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. SO to Pro Vice Chancellor, GGSIPU for information of Pro Vice Chancellor.
8. AR to Registrar, GGSIPU for information of Registrar.
9. EDP section of Admission Branch.
10. Guard file.


(Kushpreet Singh Chhatwal)
Assistant Registrar (Admissions)