



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

F. No. IPU/Admissions/Counselling/2020-21/MOT(N)/ 745

Dated: 17/11/2020

SCHEDULE OF 2nd ROUND OF OFFLINE COUNSELLING / ADMISSION SESSION: 2020-21**FOR ADMISSION TO MASTER OF OCCUPATIONAL THERAPY (NEUROLOGY)
(CET CODE-108)**

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

1. The CET 2020 qualified candidates, whose names appeared in the merit list drawn on the basis of CET, shall report **in person** for 2ND Round of Offline counseling for 'Verification of Documents' and 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Detailed Schedule is as below:

Date	Category of Candidates	Time
23.11.2020	All qualified candidates, irrespective of region seeking admission from Merit Order/ Rank 1 onwards	11:00 pm
	OPEN HOUSE COUNSELLING, if seats remain vacant (subject to availability of seats)	12:00 noon

- (i) **Important Instructions in connection with Covid-19.**
- All the candidates desirous participating in the Counselling process must follow the precautions / guidelines for Covid-19 passed by the Government from time to time.
 - Only the candidates with valid admit card and other documents will be allowed inside the University premises.
 - The candidates must wear mask and maintain social distance and strictly follow the seating arrangement at the venue of Counselling and other directions / instruction given in this regard.
- (ii) **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 conversion of seats reserved for SC, ST, OBC, Minority, etc. to General Category shall be done only after the completion of last counselling for the reserved categories. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
 - Allotment of Seats will stop as and when the seats get filled up.
 - The provision for reservation in OBC category is not applicable for Post Graduation / Master Level programmes. However, the OBC category candidates shall claim seats in General Category in the order of their rank as per merit, as per their respective regions.

2. **Seat Allocation**

For clarification on Region i.e. Candidates may please refer to the Chapter 5: 'Seat Allocation' Admission Brochure for the Academic Session 2020-21.

3. **Reservation Policy**

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Admission Brochure for the Academic Session 2020-21.

4. **Eligibility Criteria for Programmes for MOT(N)**

Pass in Bachelor of Occupational Therapy (BOT) with 50% marks in aggregate from a recognized University.

5. **Seat Matrix**

The Category / Sub Category and Region wise Seat Matrix for the Academic Session 2020-21 will be displayed at the time of allotment of seats at the Counselling Venue.

6. **Fee**

- a) Demand Draft(s) of Rs 41,000/- (including Rs. 1000/- Counselling Participation fee (one time non-refundable) is required at the time of Counselling in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his/her 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.

7. **Documents Required for Verification and Allotment of Seats**

- a) Four passport sized photographs (same as that in admit card)
b) CET Rank Card/Merit Order of CET-2020 (copy)
c) CET-2020 Admit Card (in original) 2020.
d) Filled Copy of Admission verification form as per Appendix 4A in Part E of Admission Brochure 2020-21.)
e) Filled copy of Preference Sheet
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-E in Admission Brochure 2020-21 (As per Appendix 6).

j) **Reserved Category Certificate:**

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD 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 E of Admission Brochure 2020-21.**

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.

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 2020-21. 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. **REGARDING CORRECTION, IF ANY, TO BE CARRIED OUT:**

All Qualified CET Candidates seeking admission in programme in Academic Session 2020-21: All such CET qualified candidates are hereby 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 Others etc., they have to submit the request application in physical form. The candidate must submit the copy of request Application along with documentary proof in original in support of change in the Admissions Branch, GGSIP University, Dwarka, Sector 16-C, New Delhi-110078 on working days between 10 a.m. to 04.00 p.m. till start of the conduct of 2nd Round of Counselling. It is clarified that no such request for correction / change will be accepted on the day of Counselling. All concerned may please note that this is an opportunity given to the candidates seeking correction in the details so filled in the CET form.

9. **Procedure for Second Counselling**

Candidates shall please refer to the para 8.2 of Chapter 8: 'Offline Counselling Procedure', Admission Brochure for the Academic Session 2020-21.

10. **Open House Counselling**

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. A counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling. A transfer fee of Rs. 5000/- shall have to be deposited by the candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2nd counselling schedule.


11. Withdrawal of Admissions will be processed as per refund policy for the academic session 2020-21.

NOTE: For details, Candidates are requested to go through the Admission Brochure for Academic Session 2020-21 available on the University website. The candidates are also advised to visit the University website i.e. www.ipu.ac.in regularly for updates.


(Brig P K Upmanyu)
Joint Registrar (Admissions)

Copy of the above forwarded to the following for information:

1. Controller of Examinations, GGSIPU for kind information
2. Controller of Finance, GGSIPU, for kind information and 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.
3. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
4. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
5. Deputy Registrar, (Security and Sanitation) to make necessary arrangement keeping in view COVID-19 Pandemic and also depute extra security guards at the venue of Counselling.
6. AR to Hon'ble Vice Chancellor Sectt, GGSIPU for information of Hon'ble Vice Chancellor.
7. AR to Office of Registrar, GGSIPU for information of Registrar.
8. EDP section of Admission Branch.
9. Bank Manager, Indian Bank, GGSIPU for information.
10. Guard file.


(Kuldeep Singh Dabas)
Assistant Registrar (Admissions)