



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

F. No. IPU/Admissions/Counselling/2020-21/M.Voc. / 1390

Dated: 9.3.2021

**NOTIFICATION**

**Schedule of 2<sup>nd</sup> Counselling / Admission & Open House Counselling 202021**

**Master of Vocation (Interior Design) Programme, CET Code-191**

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

1. The Counselling for Programme **Master of Vocation (Interior Design) (CET Code-191)** will be held in two phase, i.e 1st Phase (Verification of documents) and 2nd Phase (for allotment of seats). The candidate must read the schedule for both the phases to ensure their presence for both.
2. (i) All the candidates who have registered in GGSIP University and have not reported for verification of document and allotment of seats on 23.02.2021 shall have to report in person for admission in Master of Vocation (Interior Design) (CET Code-191) programme and they have to follow the Schedule for Allotment of Seats.  
  
(ii) All the registered candidates who have reported for verification of documents and their names appear in the Rank List in the Programme Master of Vocation (Interior Design) (CET Code-191), displayed at the time of Counselling, need not come for Verification of documents again, shall have to report in person for 2<sup>nd</sup> Counselling for 'Allotment of Seats', at the venue of Counselling; on the date and time mentioned below, as per their Category and Rank.  
  
(iii) Merit list will be displayed before allotment of seats at the counselling venue.

**Verification of Documents for preparation of Merit**

Date	Category of Candidates	Time
15.03.2021 (Monday)	All the candidates who have registered in GGSIP University for seeking admission against seats reserved for 'All Categories (SC/ ST/ PWD/ DEFENCE/ GENERAL/ EWS)'	11:00 a.m.

**Allotment of Seats after declaration of merit**

Date	Category of Candidates	Time
15.03.2021 (Monday)	All verified candidates seeking admission against seats reserved for Delhi and Outside Delhi Region 'SC/ ST/ PWD/ DEFENCE/ GENERAL/ EWS' category from Rank 01 onwards	12:00 noon
	Open House Counselling for all verified candidates seeking admission against seats reserved as per Rank 1 onwards, irrespective of their region (Subject to availability of seats)	02:00 pm

- 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.
- The conversion of seats reserved for SC, ST etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion will be allowed during the 1st counselling. 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.

**3. 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 2020-21.

**4. Reservation Policy**

Candidates shall please refer to the Chapter 6 : 'Reservation Policy', Part-A, Admission Brochure 2020-21 and as notification issued by the GGSIP University from time to time in this regard.

**5. Eligibility Criteria for Programmes Master of Vocation (Interior Design) (CET Code-191)**

1. Bachelor of Vocation (Interior Design).
2. At least 3 year recognized Degree Programme in Interior Design.
3. 3 years Diploma in Interior Design followed or preceded by any Graduation level Degree. The two degrees need to be done independently in a sequential manner. (Merit shall be on Diploma marks).
4. At least 3 year recognized Degree Programme in Design.

5. 3 years Diploma in Architecture Assistantship followed or preceded by any Graduation level Degree. The two degrees need to be done independently in a sequential manner. (Merit shall be on Diploma marks).
6. Bachelor of Architecture

6. **Documents Required for Allotment of Seats:**

- a) Bank Draft(s) of Rs. 38,500/- (Including Rs. 1,000/- Counselling Processing Fee (one time non-refundable) 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). The candidates who will take the admission in M.Voc. (Interior Design) programme on the stipulated date and time as per counselling Schedule, have to submit the balance fee as applicable at the time of reporting to their respective allotted college.
- b) Four passport sized photographs (same as that in admit card)
- c) CET Registration details (Photocopy and Original)
- d) Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Part E of Admission Brochure 2020-21).
- e) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- f) **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.
- g) **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.
- h) **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).
- i). **Reserved Category Certificate:**  
All reservation category candidates who are seeking admission in reserved category in SC / ST / UR&EWS / 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, shall also bring Appendix 1 duly completed. The Appendices are available in Part E of Admission Brochure 2020-21.
- j). **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.

- k). Application regarding age or any other relaxation with necessary approval (if necessary).
- l). The candidate claiming reservation against UR&EWS category must produce certificate issued by the Competent Authority at the time of verification of documents and allotment of seat.

7. **Seat Matrix**

M.Voc. (Interior Design) programme will be offered in Meera Bai Institute of Technology for the Academic Session 2020-21. The seat matrix will be provided at the time of Counselling/Admission.

8. **Instructions to be followed at the time of 2<sup>nd</sup> counseling 2020-21**

- a) The students, who have been admitted during 1<sup>st</sup> counseling in any category, will not be allowed to change their category in 2<sup>nd</sup> 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) No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University. Category change will also not be allowed in 2nd counseling.
- d) **The conversion of seats reserved for SC, ST, PH, Defence to General Category shall be done during 2<sup>nd</sup> counselling for the reserved categories.** However, while converting the seats during 2nd round of counselling, any unfilled seat(s) reserved for ST Category will be offered first to SC Category and vice versa and only after completing this exercise, the conversion of the reserved category seats to general category shall be effected.

9. **Instructions to be followed at the time of Open House Counseling 2020-21:**

- a) 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 or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time provided he/she had not taken admission earlier.
- b) **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 for the programmes for which offline counseling will be done during the **Open House Counselling** (which will only be held if seats are vacant after 2<sup>nd</sup> Round of Counselling has been completed in

the respective region). Thereafter, seats remaining vacant shall be converted into general category.

- c) **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.

**NOTE:** The candidate who has withdrawn after 1<sup>st</sup> round of counseling will be allowed to take admission during **Open House Counselling**.

#### 10. Withdrawal of Admission

All the refund applications shall be processed in accordance with the Refund Policy 2020-21, notified in Part C (Chapter 12) of Admission Brochure 2020-21 or as per latest guidelines of UGC.

  
(Brig. P. K. Upmanyu)  
Joint Registrar (Admissions)

Copy to:

1. Director, Training and Technical Education, for information to nominate the Admission Officers and Supporting Staff.
2. Controller of Finance, GGSIPU, for kind information
3. Controller of Examinations (O), GGSIPU for kind information
4. 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.
5. Deputy Registrar, GA, GGSIPU, to make the necessary arrangements keeping in view of COVID 19 pandemic.
6. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s)
7. In-charge, UITs, with the request to upload the schedule of Counselling on University's website.
8. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor
9. AR to Registrar, GGSIPU for information of Registrar
10. EDP section of Admission Branch.
11. Guard file.

  
(Geeta Mahajan)  
Deputy Registrar (Admissions)