

Notification No. 151 / 2023



**Guru Gobind Singh Indraprastha University**  
Sector-16C, Dwarka, New Delhi – 110 078



F. No. IPU/Admissions/Counselling/2023-24/ 4159

Dated: 14.08.2023

**SCHEDULE FOR 2<sup>nd</sup> ROUND OF OFFLINE COUNSELLING**  
**(ACADEMIC SESSION: 2023-24)**

**FOR ADMISSION TO 4-YEAR B.A. (ENGLISH) PROGRAMME  
TO BE CONDUCTED AT USHSS, GGS IP UNIVERSITY  
(ON THE BASIS OF CET CODE-184)**

**Venue of Offline Counselling:** Room No. C-506, C-Block,  
University School of Humanities & Social Sciences,  
Guru Gobind Singh Indraprastha University, Sector 16 C,  
Dwarka, New Delhi-110078.

1. All candidates who have appeared in the CET-2023, and whose names are in the Common Merit List (CML) for Bachelor of Arts (English) (Honours) programme [CET Code:184] and are interested in pursuing 4-year B.A. (English) Programme (with Hons./Hons. with Research under NEP) at University School of Humanities and Social Sciences (USHSS), GGS IP University, Dwarka, New Delhi are required to report in person for 'Verification of Documents' and 'Allotment of Seats', at the venue of Offline Counselling as per the schedule mentioned below according to their Category and Rank.

Date	Category of Candidates	Time
23.08.2023 (Wednesday)	All CET 2023 qualified candidates "irrespective of region" seeking admission against seats reserved for: • PWD (PHYSICALLY HANDICAPPED) – RANK 1 ONWARDS • SCHEDULED TRIBE – RANK 1 ONWARDS	10.00 am
	All CET 2023 qualified candidates 'Irrespective of region seeking admission against the seats reserved for: DEFENCE (PRIORITY I TO V) – RANK 1 ONWARDS DEFENCE (PRIORITY VI TO IX) – RANK 1 ONWARDS	
	All CET 2023 qualified candidates "irrespective of region" seeking admission against the seats reserved for: ECONOMICAL WEAKER SECTION(EWS)- RANK 1 ONWARDS	10.30 am
	All CET qualified candidates seeking admission against seats reserved for 'DELHI SCHEDULED CASTE (DSC)' and 'OUTSIDE DELHI SCHEDULED CASTE (ODSC)' category From RANK 1 ONWARDS	
	All CET qualified candidates seeking admission against seats reserved for 'DELHI OTHER BACKWARD CLASS (DOBC)' category From RANK 1 ONWARDS	11:00 am
	All CET qualified candidates seeking admission against seats reserved for 'DELHI GENERAL (DGEN)' and 'OUTSIDE DELHI GENERAL (ODGEN) category From RANK 1 ONWARDS	12.30 pm
	OPEN HOUSE COUNSELLING (SUBJECT TO AVAILABILITY OF SEATS)	3.00 pm

## **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.
  - **Allotment of Seats will stop as and when the seats get filled up.**
  - The Counselling for the seats reserved for any region / category shall be stopped as and when the seats in / of such category / region are filled up.
  - **FOR OBC CERTIFICATE:** The non-creamy layer certificate should be issued after **31st March, 2023**. For Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC and for such reservation the certificate issued should be as per the central list of OBC and the non-creamy layer certificate should be issued after 31st March, 2023.
  - However for Delhi Government Institutions, the reservation for OBC Category is only for candidates who are from Delhi Region (The candidates who have studied 10+2 class in the recognized School/College in Delhi and passed the qualifying examination from any School /College located in Delhi shall fall under 'Delhi Region Category'). A certificate issued by a Competent Authority of Delhi to the candidate on the basis of Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC Category if and only if the caste is in the list of notified OBC list by Govt. of NCT of Delhi and the non creamy layer certificate should be issued after 31st March, 2023.
  - The conversion of seats reserved for SC, ST, OBC, Minority, etc. to General Category shall be done only after the completion of 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.
2. **Seat Allocation in Delhi and Outside Delhi Region:**  
For clarification on Region i.e. Candidates may please refer to the Chapter 5: 'Seat Allocation', Admission Brochure 2023-24.
  3. **Reservation Policy:**  
Candidates shall refer to the Chapter 6: 'Reservation Policy', Admission Brochure 2023-24.
  4. **ELIGIBILITY CRITERIA FOR ADMISSION :**  
Candidates with an aggregate\* of 50% marks in 10+ 2 level examination from a recognized State and Central Government Board (for example, C.B.S.E) with compulsory English at 10+2 level.  
  
\*Aggregate of 50% marks in the 12th class for the purpose of eligibility will be taken as the aggregate of the best four subjects (unless otherwise specified) including English and compulsory subject(s), if any. These compulsory subjects will vary for various programmes. The details of compulsory subject(s) (if changed) whatever applicable will be notified on university website before start of the counseling.
  5. **Fees:**  
**Bank Draft(s) of Rs 60,000/- (Rs. Sixty Thousand only) 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/CMS and CET Roll Number on the back of the Bank Draft(s). Balance fee (if applicable) shall be paid by the candidate at the USHSS. The eligible Candidates in their own interest are advised to get their draft prepaid well in advance to avoid last time inconvenience.

6. **Documents Required for Verification and Allotment of Seats:**
- a) Copy of On line Registration form of Rs. 1000/- i.e., Counselling Participation fee.
  - b) Filled Admission verification form as per Appendix 4A of Part E of Admission Brochure 2023-24.
  - c) Filled Preference sheet as per Appendix 7 of Part E of Admission Brochure 2023-24.
  - d) Four passport size photographs (same as that in admit card)
  - e) CET Rank Card/Merit Order of CET-2023 (copy)
  - f) CET-2023 Admit Card (in original) 2023.
  - g) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
  - h) Mark-sheets / Certificates of qualifying examination:
  - i) 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.
  - j) 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.
  - k) 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 2023-24 (As per Appendix 6).
  - l) Reserved Category Certificate:  
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD /OBC/EWS 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. **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 2023-24.**
  - 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) Application regarding age or any other relaxation with necessary approval (if necessary).
  - o) 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.
7. **Seat Matrix:** Region wise and category wise seat matrix will be informed well before the commencement of counselling. (Total Sanctioned Intake: 60, reservation as applicable)
8. **Procedure for Second Counselling:**
- a) The second counselling will commence from rank one onwards for all categories (for vacant seats) and the seats will be allotted strictly on the basis of merit of the candidates. Those candidates, who were absent in the First Counselling, will also be permitted to attend the second counselling against the resultant vacancies.
  - b) 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.
  - c) A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/ her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
  - d) The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.


**Open House Counselling / spot counselling:**

- 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.
9. **Reporting of candidates to the allotted institute and submission of balance academic fee:**  
All candidates who have taken admission in the counselling (both 1<sup>st</sup> round & 2<sup>nd</sup> round) are required to pay the Balance Academic Fee on or before 28<sup>th</sup> August, 2023 (Monday) by Bank Demand Draft(s) of Rs.42,000/- (Rs. Forty Two Thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate is advised to write his/her name, date of admission, phone, address, mobile no, name of the programme and Enrollment No. and on the back of the Bank Draft(s). Balance fee shall be paid by the candidate at the USHSS.
10. **Date and time of Withdrawal of Admission:**  
Last date of withdrawal from 4-Year B.A. (English) programme is 31.08.2023 (Thursday) by 04.00 pm. The refund shall be processed as per the Refund Policy 2023-24 of the University, shall mandatorily be submitted in the prescribed format (Appendix-11) available in Admission Brochure 2023-24. The same shall be submitted in the Admissions Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi-110078. A proper receipt for withdrawal will be issued in lieu thereof.

All candidates who wish to participate in the **Offline Counselling** for admission to 4-year B.A. (English) are advised in their own interest to visit the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in) for regular updates or they may contact the Office of the Dean, USHSS (Phone No. 011-25302502).


**Terms and condition will remain same as notified in the Admission Brochure 2023-24.**

All candidates are advised to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) and <https://ipu.admissions.nic.in> regularly for further updates.

  
(Brig. P. K. Upmanyu)(Retd.)  
Incharge (Admissions)

**Copy 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. AR to Hon'ble Vice Chancellor Sectt, GGSIPU for information of Hon'ble Vice Chancellor.
6. AR to Office of Registrar, GGSIPU for information of Registrar.
7. Guard file.

  
(Dr. Vijay Kumar) 16/8/23  
Deputy Registrar (Admissions)