

**Guru Gobind Singh Indraprastha University**

Sector 16 C, Dwarka, New Delhi-110078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F. No. IPU-7/Online Counselling/2023/4260

Dated: 21/08/23

**SPOT ROUND OF CENTRALIZED ONLINE COUNSELLING FOR ADMISSION IN PROGRAMMES MBA (CODE 101)**

**EXTENDED SCHEDULE FOR SPOT ROUND OF CENTRALIZED ONLINE COUNSELLING PROCESS FOR ADMISSIONS IN THE PROGRAMMES MBA (CODE 101) ON THE BASIS OF MERIT OF CAT-2022/ CMAT-2023/ CET-2023 FOLLOWED BY MANDATORY REPORTING AT ALLOTTED INSTITUTE/USS AFTER ALLOTMENT OF SEAT IN THE SPOT ROUND OF COUNSELLING DURING THE ACADEMIC SESSION 2023-24.**

**→PLEASE REFER THE NOTE AT THE END OF THE PAGE**

**Ref: Notification No. 142/2023 vide no. IPU-7/Online Counselling/2023/4145 dated 11.08.2023**

The Extended Schedule for Spot Round of Centralized Online Counseling process for seats remaining vacant after reporting of candidates after 3<sup>rd</sup>/ Sliding round to respective Schools of Studies/ Colleges/Institutions and also vacancies arising due to withdrawal of admissions/cancellation of allotted seats/additional intake in few Colleges/Institutes in Programmes given as below:

Sl. No.	Code	Name of Programme
1.	101	MBA Programmes (Through CAT 2022, CMAT 2023 & CET 2023)

**(I) Who are eligible for Spot Round of Centralized Online Counseling:**

1. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- and reported at the allotted college/institute in the notified date & time.
2. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- but did not report at the allotted college/institute in the notified date & time.
3. A candidate who was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- and subsequently withdrawn as per procedure.
4. A candidate who was allotted a seat in the Online Counselling, but did not pay the requisite Part Academic Fee of Rs. 60,000/-.
5. A candidate who has not been allotted any seat in any rounds of the Online Counselling.
6. All the registered candidates who have paid the Application Fee of Rs. 1500/- and the Counseling Participation Fee of Rs. 1000/- but did not fill choices.
7. ALL CAT 2022, CMAT 2023 qualified candidates have/have neither registered earlier nor submitted the requisite fee of Rs. 1500/- or Rs. 1000/- for participation in the Online Counseling.
8. ALL CET 2023 qualified candidates have registered earlier nor submitted the requisite fee of Rs. 1000/- for participation in the Online Counseling.
9. All 'Not Admitted' candidates.
10. Allotted candidates who have freezed their seat.

**Note: In University School of Management Studies (USMS) admissions in Programmes MBA, MBA (Financial Analysis), MBA (Analytics) (Code 101) will be carried out Only on the basis of merit of overall percentile in CAT 2022 through Online Centralized Counselling for Academic Session 2023-24 not through CMAT 2023/ CET 2023**

**Note:**

1. For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
2. Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.

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Sl. No.	CAT2022/CMAT 2023/ CET 2023	Category	Activity	Starting Date	Extended Closing Date
1.	CAT2022 Qualified Candidates	Candidates who have filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable) and paid Rs. 1000/- (Non-Refundable) Counseling participation fee and Rs. 500/- Participation in Spot Counselling	Filling of choices (Edit/Modify/Add/Delete)	18.08.2023 (02:00 p.m. onwards)	21.08.2023 (upto 11:50 p.m.)
2	CMAT 2023 Qualified Candidates	Candidates who have filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable) and paid Rs. 1000/- (Non-Refundable) Counseling participation fee	Filling of choices (Edit/Modify/Add/Delete)	18.08.2023 (02:00 p.m. onwards)	21.08.2023 (upto 11:50 p.m.)
3	CET 2023 Qualified Candidates	Candidates whose names are appeared in the Common Merit List Rank 2023 for the CETs conducted by the University and also Enrolled for Centralized Online Process for Counselling and have paid the Counselling Participation Fee of Rs. 1000/- (Non- Refundable)	Filling of choices (Edit/Modify/Add/Delete)	18.08.2023 (02:00 p.m. onwards)	21.08.2023 (upto 11:50 p.m.)

**Important Note: Filling of Choices/Preferences is mandatory for allotment of seats.**

**CANDIDATES MAY LOGIN TO SEE THE RESULT. ONLINE ACTIVITIES TO BE FOLLOWED AFTER DECLARATION OF SPOT ROUND RESULT ON 22.08.2023 IS AS GIVEN BELOW:**

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	**Payment of Part Academic Fee of Rs. 60,000/- only through NET Banking/Credit Card/Debit Card.	After declaration of result of Spot Round	26.08.2023 (upto 2:00 p.m.)
2.	Candidate can print 1. Provisional Allotment Letter 2. Proof of payment of Part Academic Fee Payment receipt of Rs.60,000/- will be available in candidates profile.. It will be available only for the respective round within the specified period.	After declaration of result of Spot Round	26.08.2023 (upto 2:00 p.m.)

**Note:**

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## Reporting of candidates to the allotted Institute/College/USS

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	<p><b><u>Reporting of candidates to the allotted USS/Institute/College:</u></b></p> <p>All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2023-24.</p>	23.08.2023 (11:30AM to 04:00 PM)	26.08.2023 (11:00AM to 04:00 PM)
2.	<p><b><u>Withdrawal of Admissions</u></b></p> <p>After depositing of Part Academic Fees of Rs.60,000/-, 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 in the admission website within the specified time period, following the online withdrawal procedure.</p> <p>(Also refer clause VI of this notification detailed below)</p>	-	27.08.2023 (11:00 PM)

### **\*\* Adjustment of Part Academic Fee in SPOT ROUND of Online Counselling:**

**All CAT 2022 qualified candidates who have been allotted seat in the previous rounds of Online Counselling and had paid the Part Academic Fee of Rs. 60,000/- and wish to participate in the Spot Round of Counseling, their part Academic Fee of Rs. 60,000/- (Rupees Sixty Thousand only) paid in the earlier rounds of Online Counselling will be adjusted during the Spot Round of Online Counselling. Such candidates, if allotted a seat in the SPOT ROUND of Online Counselling need not pay the Part Academic Fee of Rs. 60,000/- again.**

The following candidates need not to pay again the Part Academic Fee of Rs. 60,000/- (Rupees Sixty Thousand Only) during admission in SPOT ROUND of Online Counselling (i.e. if a seat is allotted in the Spot Round of Counselling):

- A candidate, who was allotted a seat in any round of Online Counselling and paid the Part Academic Fee and Reported.
- A candidate, who was allotted seat in online round of Online Counselling, paid the Part Academic Fee but did not report in the allotted institute.
- Any candidate, who was admitted in any round of Online Counselling, paid the Part Academic Fee and subsequently withdrawn as per procedure.

### **(III) Spot Round Procedure:**

- The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 3<sup>rd</sup>/ Sliding Round, if participating in the Spot Round are assured that if any of the new preferences filled in the Spot Counseling is not allocated to them, their existing allocation of seat shall be retained and shall not change.
- The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 3<sup>rd</sup>/ Sliding Round, if participating in the Spot Round and if any of the new preferences filled is allocated to them in the Spot Round of Counseling then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.

#### Note:

- For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
- Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.



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## **(IV) GENERAL INSTRUCTIONS:**

- The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2023-24 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- 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.
- In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for either submission of online application or any other activity during the last minute.
- Candidates claiming seat in Delhi "Region" must have passed the qualifying examination (i.e.10+2/Graduation) from any of the institutes/ Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and candidate will automatically lose the right to the seat in his bonafied region if not available at the time of cancellation of seat.

## **(V) CHOICE FILLING/EDITING:**

- Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
- After registration, 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.
- Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
- 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>.
- 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.
- Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent rounds of counselling.
- 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.

## **(VI) WITHDRAWAL AND FEE REFUND AFTER ONLINE ROUNDS OF COUNSELLING:**

- 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 in the admission website within the specified time period, following the online withdrawal procedure.
- All candidates who have withdrawn, freed their seat, not paid the Part Academic Fee of Rs. 60,000/- 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.

### Note:

- For more details candidates are requested to refer the Admission Brochure for Academic Session 2023-24.
- Candidates are advised to visit regularly the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> till the admission process for Academic session 2023-24 for updates.



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## (VII) Reporting of candidates to the allotted Institute/College/USS:

- i) After declaration of result of SPOT Round of Online Counselling, the candidates allotted seat, have to report to the allocated University School/Institutions for verification of documents and payment of balance Part Academic Fee as per the Offer letter of result of Spot Round of Online Counselling.
- ii) After allotment of seat in the Spot Round of Counselling, the candidate, if allotted a seat/retained the seat from earlier allotment/upgraded to higher choices/preferences, and if he/she has made the payment of Part Academic Fee of Rs. 60,000/- (if not paid earlier), can generate Provisional Admission Slip.
- iii) Proof of payment of Part Academic Fee receipt of Rs. 60,000/- is available in the candidate's profile.
- iv) The candidates are required to report and join the respective School/College with the Provisional Allotment Letter and the necessary record for verification of documents at the School/institution/college and pay the balance amount of fees (if any), as per the schedule notified on the website, failing which the admission shall be automatically cancelled.
- v) All admissions shall be provisional till regularized by the University.
- vi) **Result Awaited candidates** may please see the provisions contained in the **Admission Brochure 2023-24**.
- vii) Candidates who report to the allotted institutions and are reflected in the list submitted by the institutions as reported/admitted, shall be called "admitted students".

## (VIII) Documents required at the time of Reporting to the allotted Institute/College/USS:

The following documents are required at the time of Reporting to the Institute/College/USS:

- a) Four passport sized photographs (same as that in Application form)
- b) CAT 2022 Rank Card/ CMAT 2023 Score Card/ CET 2023 Result.
- c) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- d) Mark-sheets / Certificates of qualifying examination:
- e) 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.
- f) 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.
- g) 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 given in Admission Brochure 2023-24.
- h) Copy of Online Reserved Categories verification slip.
- i) Reserved Category Certificate:  
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/ ARMY/ KM must bring their reservation certificate in original along with the self attested photocopy of the

### Note:

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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 Admission Brochure 2023-24.

- 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 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.
- m) Respective USS and all affiliated colleges shall ensure that the candidate(s) who are claiming seats in the particular reserved category must have valid certificate to substantiate their claim towards allotment of that particular reserved category seats.
- n) Proof of payment of Part Academic Fee Payment receipt of Rs.60,000/ will be available in candidates profile.

## (IX) Important Note:-

### a) Details of Balance Academic Fee to be paid at the time of reporting:

#### (i) In various University School of Studies:

Titled "Online Collection of Various Fees" providing links for Balance Academic Fee to be submitted by the candidate admitted in University School of Studies through counseling during the Academic Session 2023-24.

Office of Deans of University School of Studies shall verify all the documents and credentials of the admitted candidates to ensure correctness of the seat so allotted to him/her and then advise the candidate to submit the Balance Academic Fee through the link provided in the aforesaid notice. The candidate shall download the Fee Receipt of Balance Academic Fee and submit to their respective Deans to complete Student Admission File in University School of Studies.

Ref: Sub Point 14.1 of Chapter 14 regarding Fee Structure for Programmes offered in University School of Studies of Chapter 14.

The link for payment for MBA programmes of USS (Total Annual fee Rs. 1,32,000/-) (Balance fee Rs. 72,000/-) :

<https://payments.billdesk.com/bdcollect/bd/gugosiuni/7352>

#### (ii) 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.

## Note:

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- b) Admitted Candidates who are allotted an upgraded seat in the Spot Round of Counselling needs to pay an additional amount of Rs. 5000/- at the newly allotted University School/Affiliated College.
- c) The upgraded candidates have to pay the balance amount of fees (if any), at the newly allotted college/institute/University School. The balance fee paid by such candidates in their previously allotted/reported college/institute shall be refunded to them by the respective college/institute with immediate effect.
- d) **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.
- e) 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.
- f) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- g) **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 of the notified counseling schedule.
- h) The Candidate are required to report and join the respective School/college with the Provisional Allotment Letter, and the necessary record for verification of documents at the School / institution/college and pay the balance amount of fees (if any), as per schedule notified on the website, failing which the admission shall be automatically cancelled. Seats left vacant, if any, after spot counselling only shall be considered for admission process of filling up of vacancies for the admission year as per the policy of the University.

**(X) Terms And Conditions For Candidates Participating In Spot Counselling:****A. Terms And Conditions For New Entrants:**

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 60,000/- for the allotted Institute / programme.

**B. Those Who Were In Online Counselling System And Have Been Allocated A Seat And Have Also Reported As Admitted:**

- (i) I undertake that if a seat in Spot Counselling according to my choices / preferences of Institution / programme is allocated to me then I shall deposit additional amount of Rs. 5,000/- as Upgradation fee charge.
- (ii) I understand that fee paid at the Institution level where I was earlier allocated shall be refunded to me by the Institution as per the University procedure for refunds in this case.
- (iii) I undertake that if new seat is allocated to me in Spot round of Counselling then I abide to take the new allocated seat and do not have any claim on the previous seat.

**C. For Those Who Are Already Registered And Have Not Been Allocated A Seat Or Filled Any Choices:****Note:**

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(iii) I undertake that if new seat is allocated to me in Spot round of Counselling then I abide to take the new allocated seat and do not have any claim on the previous seat.

**C. For Those Who Are Already Registered And Have Not Been Allocated A Seat Or Filled Any Choices:**

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 60,000/- for Institute / programme.

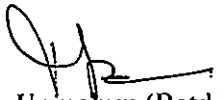
**D. For those who were allocated a seat did not pay Rs. 60,000/- part academic fee:**

I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 60,000/- for Institute / programme.

**E. Already Registered / Seat Allocated Paid The Fee Then Withdraw Or Not Reported:**


I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 60,000/- for Institute / programme.

All candidates who wish to participate in the SPOT Round of Centralized online counselling for admission in Programmes MBA (Code 101) on the basis of CAT 2022/ CMAT 2023/ CET 2023 for Academic Session 2023-24 are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) as well as the online admission website <https://ipu.admissions.nic.in> for regular updates.

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

Copy to:

1. Dean, USMS for information and needful.
2. Director/Principal of concerned affiliated Institute/College for information and needful.
3. Controller of Finance, GGSIP University, for information.
4. DR, Affiliation for information.
5. NIC, for information and needful.
6. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
7. AR, Registrar, GGSIP University, for information of Registrar.
8. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
9. Head, U.I.T.S. to upload on University Website.
10. Guard File.

  
Dr. Vijay Kumar  
Dy. Registrar (Admissions)

Note:

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