



UNIVERSITY SCHOOL OF LIBERAL ARTS  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR-16C, DWARKA, NEW DELHI – 110 078



GGSIU/USLA/2023/

Dated: 26<sup>th</sup> October 2023

**SCHEDULE FOR “VERIFICATION OF DOCUMENTS” & “ALLOTMENT OF SEATS” OF THE CUET STUDENTS WHO HAVE APPLIED FOR ADMISSION IN BA IN LIBERAL ARTS PROGRAMME (CET CODE: 451); FOR THE ACADEMIC SESSION 2023 - 2024**

This is to inform that the verification of documents and allotment of seats for Admission to the BA in Liberal Arts Programme (CET Code 451) is to be held on date **30.10.2023** at Room no. 412, C-block, GGS IP University, as per the schedule below:

**Verification of Documents:**

S. No.	Programme	Reporting Time	CET / National Level Test	Particulars
1.	BA In Liberal Arts	10.30 a.m.	CET	All the Candidates who have qualified the CET of BA in Liberal Arts but have not taken admission through online Counseling
2.		11.00 a.m.	CUET	All the Candidates who have applied on the basis of CUET

**Allotment of Seats:**

S. No.	Programme	Reporting Time	CET / National Level Test	Particulars
1.	BA In Liberal Arts	12.00 Noon	CET / CUET	All the candidates who are found qualified during the documents verified, as per above schedule.

**Important Instructions:**

1. The allotment of seats shall be carried out All India basis without any regional distribution, purely on merit of CUET.
2. **Refund of Fee:**  
**The candidate will NOT be allowed for any kind of refund of fee after taking admission in this Round of Offline Counseling for Academic Session 2023-24.**
3. Document required for verification. (Self Attested)
  - a) Admission Verification form
  - b) Admit Card
  - c) Registration fee payment receipt
  - d) 10<sup>th</sup> Mark sheet ( Photocopy)
  - e) 12<sup>th</sup> Mark sheet (Photocopy)
  - f) Character Certificate ( Original )
  - g) Medical Certificate ( Original Appendix 5 Attached with notice)
  - h) Anti- Ragging form both Individual/Parents (Appendix 7&8 Attached with notice)

*[Handwritten Signature]*


4. **Document required for Allotment of Seats:**

- a) Four passport size photographs
- b) Admission verification form to be filled by Candidate (Copy of Admission verification form as per Appendix 6 Attached with notice)
- c) Preference Sheet to be filled by Candidate.
- d) Registration Form of GGSIPU for the Session 2023-24.
- e) **Bank Draft(s) of Rs. 1,02,000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi IS REQUIRED AT THE TIME OF ALLOTMENT OF SEAT.** The candidate will write his/her name, date of admission, phone, address, mobile no., name of the programme, CUET Roll Number on the back of the Bank Draft(s).
- 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) The students must bring their self attested copy of CUET Score for verification.
- 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 Appendix 5**(Attached with notice).
- 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.**

**Important Note:**


- a) It is pertinent to mention here that all CET Qualified candidate whose status is 'NOT ADMITTED' is ALLOWED to take admission in this round of counseling.
- # Note: All the CUET qualified candidate who have not paid registration fee of Rs 2500/- (Non refundable) are requested to bring the Demand Draft of Rs 2500/- in favour of "Registrar, Guru Gobind Singh Indraprastha University" in addition to Academic Fees of Rs. 1,02000/-

Candidates are advised in their own interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) for regular updates.

  
(Prof. Queeny Pradhan)  
Incharge, USLA

**Copy to:**

1. Controller of Finance, GGSIP University is requested to deputed official for collection of Demand Draft
2. In charge, Admission, for information please
3. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor
4. AR, Registrar, GGSIP University, for information of Registrar
5. Incharge UITS, with a request to upload the same on the University website
6. Guard File.

  
(Amit Thakur)  
Assistant Registrar, USLA





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**MEDICAL CERTIFICATE\*\***  
**(FOR THE ACADEMIC SESSION 2023-24)**  
**(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)**

Photograph  
duly attested by  
the officer who  
has certified  
this certificate

I certify that I have carefully examined Shri/Km/Smt.\* \_\_\_\_\_  
son/ daughter/wife of Shri/Smt.\* \_\_\_\_\_ whose  
signature is given below. Based on the examination, I certify that he/she is in good mental and physical  
health and is free from any physical defects which may interfere with his/her studies including the active  
outdoor duties required of a professional. Visible Mark of Identification

Signature of the Candidate \_\_\_\_\_

Place :

Date :

Name & Signature of the  
Medical Officer with Seal and  
Registration Number

\* Strike whichever is not applicable.

\*\* To be signed by a Registered Medical Practitioner holding a Medical degree.

*Note : Use photocopy of this Form*



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**ADMISSION VERIFICATION FORM FOR THE  
ACADEMIC SESSION 2023-24**

Name of Candidate: (Mr./Miss/Mrs.) \_\_\_\_\_  
 Father's/ Guardian's Name: (Mr./ Shri) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PIN Code \_\_\_\_\_ Tele. No. (with STD code) \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Minority Community (If applicable) \_\_\_\_\_ (Sikh / Muslim / Jain / Christian)  
 NLT/CET/CUET Application No. \_\_\_\_\_ Category (SC/ST/OBC/Defence/PWD/Kashmiri Migrant/Army)  
 \_\_\_\_\_ NLT /CET /CUET Rank \_\_\_\_\_ Programme \_\_\_\_\_

1. School / College location of qualifying examination \_\_\_\_\_ (Delhi / Outside Delhi)
2. Date of Birth \_\_\_\_\_ Age as on 1-8-2023: years \_\_\_\_\_ months \_\_\_\_\_ days \_\_\_\_\_  
(As per Secondary School Certificate)
3. Passed Senior Secondary Examination / Three year Diploma in Engg/B Sc Graduation (3 yrs) \_\_\_\_\_
4. Aggregate percentage of all subjects in Sr. Secondary Examination/Dip. in Engg/ B Sc Graduation (3 yrs) \_\_\_\_\_
5. Passed in English in 12<sup>th</sup> Class (Yes/No) \_\_\_\_\_
6. PCM/PCBM Percentage in 12<sup>th</sup> Class \_\_\_\_\_
7. Percentage in qualifying degree as per the eligibility condition specified in PART A of the Admission Brochure:  
\_\_\_\_\_
8. Passed in Maths / Computer Science / Computer Applications in 12<sup>th</sup> Class \_\_\_\_\_
9. Category Certificate SC/ST/OBC/PWD/Defence/Kashmiri Migrants/Minority Community (Attach photocopy):
10. Character Certificate (Attach photocopy) (Yes/No) \_\_\_\_\_
11. Medical Certificate (Attach Original) (Yes/No) \_\_\_\_\_
12. Passed Graduation in the year \_\_\_\_\_ Percentage of marks in graduation \_\_\_\_\_
13. Passed Post-Graduation in the year \_\_\_\_\_ Percentage of marks in post-graduation \_\_\_\_\_
14. (a) CAT/CMAT/CET Score/Rank \_\_\_\_\_  
(b) Year of Passing \_\_\_\_\_
15. Details of Demand Draft(s) for Submission of fees  
 Amt: \_\_\_\_\_ DD No. \_\_\_\_\_ Bank/Branch \_\_\_\_\_  
 Amt: \_\_\_\_\_ DD No. \_\_\_\_\_ Bank/Branch \_\_\_\_\_  
 Amt: \_\_\_\_\_ DD No. \_\_\_\_\_ Bank/Branch \_\_\_\_\_

I solemnly affirm that the information furnished above is true and correct in all respects. I have not concealed any information. I realize that if any information furnished herein is found to be incorrect or untrue, I shall be liable to criminal prosecution and also forgo my claim to the seat in the college. Further, that my candidature for examination/selection and admission to the course is liable to be cancelled. I agree to abide by the rules & regulations of the University.

Signature of the Parent/Guardian & Date \_\_\_\_\_

Signature of Candidate & Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Certificates Checked and Verified by University official/Officer during counselling:

Signature of the Deputed Officers/Officials \_\_\_\_\_

Name of the Officer/Officials \_\_\_\_\_

University Enrolment No. \_\_\_\_\_

**Note: Use Photocopy of this form**





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**UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI RAGGING**

I, \_\_\_\_\_ S/D of Mr./ Mrs. /Ms. \_\_\_\_\_, having been admitted to Programme/Stream \_\_\_\_\_, at (Institute/College) \_\_\_\_\_ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/Mobile No.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Signature of deponent



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**UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behave our or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of deponent