



# 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/ 4484

Dated: 03/10/2023

## SPECIAL SPOT ROUND – BA LL.B/ BBA LL.B. (CODE 121) 2023-24

### SCHEDULE FOR SPECIAL SPOT ROUND OF CENTRALIZED ONLINE COUNSELLING FOR ADMISSIONS IN PROGRAMME BA LL.B/ BBA LL.B. (CODE 121) ON THE BASIS OF MERIT OF CLAT UG 2023 FOLLOWED BY MANDATORY REPORTING AT ALLOTTED INSTITUTE/USS AFTER ALLOTMENT OF SEAT IN THE SPECIAL SPOT ROUND OF COUNSELLING DURING THE ACADEMIC SESSION 2023-24.

→ ALL THE CONCERNED CANDIDATES/ STAKE HOLDERS ARE HEREBY INFORMED THAT THE SPECIAL SPOT ROUND COUNSELLING WILL COMMENCE W.E.F. 04.10.2023.

→ KINDLY READ THE COMPLETE SCHEDULED DETAILED BELOW:

→ THE SPECIAL SPOT ROUND COUNSELING WILL BE DONE FOR THE SEATS REMAINING VACANT AFTER REPORTING OF CANDIDATES AFTER SPOT ROUND II TO RESPECTIVE SCHOOLS OF STUDIES/COLLEGES/INSTITUTIONS AND ALSO VACANCIES ARISING DUE TO WITHDRAWAL OF ADMISSIONS/CANCELLATION OF ALLOTTED SEATS IN RESPECTIVE PROGRAMMES/STREAMS.

(I) The Schedule for Online Special Spot Round Counseling for seats remaining vacant after reporting of candidates after SPOT Round II at respective Schools of Studies/ Affiliated Colleges/Institutions and also vacancies arising due to withdrawal of admissions/cancellation of allotted seats in programmes/streams given as below:

Sl. No.	Code	Name of Programme
1.	121	BA LL.B/ BBA LL.B. (CODE 121) on the basis of merit of CLAT UG 2023

### (II) WHO ARE ELIGIBLE FOR SPECIAL 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was allotted a seat in the Online Counselling, paid the requisite Part Academic Fee of Rs. 60,000/- and subsequently withdrawn as per procedure.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 CLAT UG 2023 registered candidates who have paid the Application Fee of Rs. 1500/-, Counseling Participation Fee of Rs. 1000/- and fee of Rs. 500/- for participation in Spot Round II, however, did not fill choices.
8. All CLAT UG 2023 registered candidates who have paid the Application Fee of Rs. 1500/-, Counseling Participation Fee of Rs. 1000/- and fee of Rs. 500/- for participation in Spot Round II, filled choices, however, was not allotted any seat.
9. ALL CLAT UG 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.
10. All 'Not Admitted' candidates.
11. Allotted candidates who have freezed their seat.



**(III) WITHDRAWAL OF ADMISSIONS:**

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	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.  (Also refer clause X of this notification detailed below)	04.10.2023 (11:00 a.m. onwards)	05.10.2023 (Upto 02:00 p.m.)

**(IV) Who are NOT eligible for Special Spot Round of Centralized Online Counseling:**

1. Any candidate who has already taken seat in Management Quota is NOT ELIGIBLE to participate in SPECIAL SPOT Round of Centralized Online Counseling.
2. Any candidate who has been debarred due to non fulfillment of prescribed eligibility criteria as per the Admission Brochure 2023-2024.

**Note:**

1. The admitted candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling, if participating in the Special Spot Round counselling and if any of the new preferences filled/edited is allocated to them in the Special Spot Round Counseling then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.
2. All previous choices shall be treated as null and void. Candidates desirous of participating in the SPECIAL SPOT ROUND Counselling shall mandatorily have to fill choices /preferences afresh.
3. THERE IS NO OPTION FOR WITHDRAWAL OF ADMISSION AFTER TAKING ADMISSION IN SPECIAL SPOT ROUND OF CENTRALIZED ONLINE COUNSELING.

**(V) COMMENCEMENT OF ENROLMENT FOR PARTICIPATING IN SPECIAL SPOT ROUND OF CENTRALIZED ONLINE COUNSELING FROM 05.10.2023 (03:00 p.m. ONWARDS) ON WWW.IPU.ADMISSIONS.NIC.IN FOR BA LL.B/ BBA LL.B. (CODE 121) on the basis of merit of CLAT UG 2023:**

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable) and also paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay <b>Rs. 500/- (Non-Refundable)</b> through Net Banking/Credit Card and Debit Card towards Participation in Special Spot Round Counselling.	05.10.2023 (03:00 p.m. onwards)	09.10.2023 (upto 04:00 p.m.)
2.	Candidates who have already filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable) but have not paid Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and <b>pay the counseling participation fee of Rs. 1000/- (Non-Refundable) and also pay Rs. 500/- (Non-Refundable)</b> through Net Banking/Credit Card and Debit Card towards Participation in Special Spot Round Counselling.	05.10.2023 (03:00 p.m. onwards)	09.10.2023 (upto 04:00 p.m.)
3.	Candidates who have not filled online Application form earlier and now wish to Enrolment for Centralized Online Process.	Such candidates are required to register and <b>pay the application fee of Rs. 1500/- (Non-Refundable) along with the Counseling Participation Fee of Rs. 1000/- (Non-Refundable) and Rs. 500/- (Non-Refundable)</b> through Net Banking/Credit Card and Debit Card towards Participation in Special Spot Round Counselling.	05.10.2023 (03:00 p.m. onwards)	09.10.2023 (upto 04:00 p.m.)



**(VI) FILLING OF FRESH CHOICES:**

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	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 Special Spot Round Counselling.	Filling of FRESH choices	05.10.2023 (04:00 p.m. onwards)	09.10.2023 (upto 11:00 p.m.)

**IMPORTANT NOTE:** All registered candidates shall mandatory have to fill FRESH choices/preferences for allotment of seats in this round of counselling. All the previously filled choices/preferences shall be null and void.

**TENTATIVE DATE OF DECLARATION OF RESULT OF SPECIAL SPOT ROUND – 11.10.2023**

**CANDIDATES MAY LOGIN TO SEE THE RESULT. ONLINE ACTIVITIES TO BE FOLLOWED AFTER DECLARATION OF SPECIAL SPOT ROUND RESULT 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 Special Spot Round	13.10.2023 (upto 11:00 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 Special Spot Round	13.10.2023 (upto 11:00 p.m.)

**REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE/USS**

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	<b>Reporting of candidates to the allotted USS/Institute/College:</b> All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2023-24.	12.10.2023 (10:30 AM to 04:00 PM)	14.10.2023 (upto 04:00 PM)

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

**All CLAT UG 2023 qualified candidates who have been allotted seat in the previous rounds of Online Counselling including SPOT Round II and had paid the Part Academic Fee of Rs. 60,000/- and wish to participate in the Special 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 this round of Online Counselling. Such candidates, if allotted a seat in the SPECIAL 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 SPECIAL SPOT ROUND of Online Counselling (i.e. if a seat is allotted in the Special Spot Round of Counselling):

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



**(VII) SPECIAL SPOT ROUND PROCEDURE:**

- 1) All previous choices shall be treated as null and void. Candidates desirous of participating in the SPECIAL SPOT ROUND Counselling shall have to fill new choices/preferences.
- 2) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling, if participating in the Special Spot Round Counselling are assured that if any of the new preferences filled/edited in the Special Spot Round Counseling is not allocated to them, their existing allocation of seat shall be retained and shall not change.
- 3) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation in the Spot Round II of Counselling, if participating in the Special Spot Round Counseling and if any of the new preferences filled/edited is allocated to them in the Special Spot Round Counselling, then, the candidate has to abide to take the new allocated seat and they will not have any claim on the previous seat.

**(VIII) GENERAL INSTRUCTIONS:**

- (a) 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.
- (b) 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.
- (c) 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.

**(IX) FRESH CHOICE FILLING:**

1. Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
2. 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.
3. Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
4. 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>.
5. 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.
6. 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.

**(X) 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.

**IMPORTANT NOTE:**

**THERE IS NO OPTION FOR WITHDRAWAL OF ADMISSION AFTER TAKING ADMISSION IN SPECIAL SPOT ROUND OF CENTRALIZED ONLINE COUNSELING.**



**(XI) REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE/USS:**

- i) After declaration of result of SPECIAL 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 Special Spot Round of Online Counselling.
- ii) After allotment of seat in the Special 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 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".

**(XII) IMPORTANT NOTE:-**

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

**(i) IN 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 balance fee for BA. LLB/BBA LL.B. (Code 121) for USS, Dwarka Campus:** <https://payments.billdesk.com/bdcollect/bd/gugosiuni/11152>

**(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.
- b) **Admitted Candidates who are allotted an upgraded seat in the Special 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 immediately.**
  - 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/proof, if he/she has applied for withdrawal of admission within stipulated date and time of the notified counselling 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.
- i) Seats left vacant, if any, after Special Spot Round counselling only shall be considered for admission process of filling up of vacancies for the admission year as per the policy of the University.

**(XIII) Terms And Conditions For Candidates Participating In Special Spot Round 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 Special Spot Round 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 Special 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.

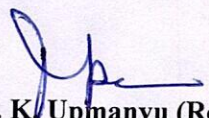
**D. For those who were allocated a seat did not pay Rs. 60,000/- part academic fee:**

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:**

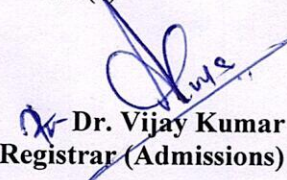
I undertake that if a seat according to my choices / preferences of Institution / programme is allocated to me then I shall deposit Part Academic Fee of Rs. 60,000/- for Institute / programme.

All candidates who wish to participate in the SPECIAL SPOT ROUND of Centralized online counselling 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. Upmanyu (Retd.)  
Incharge (Admissions)

Copy to:

1. Dean, USLLS 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)