

Notification No. /2025



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
"A STATE UNIVERSITY ESTABLISHED BY GOVT. OF NCT OF DELHI"  
SECTOR-16 C, DWARKA DELHI - 110078  
Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F. No. IPU-7/ DI(Academic)Offline Counselling/2025/ 308<sup>L</sup>

Dated: 14<sup>th</sup> July'2025

**SCHEDULE OF SPOT COUNSELLING/ ADMISSION SESSION: 2025-26**

Bachelor of Design [B. Des] (Code-600): **OFFLINE COUNSELLING**

Date of Counselling: 30.07.2025

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

The candidates must read the complete schedule and ensure their presence

1. All the candidates shall report in person for the SPOT Counselling at the venue of Counselling on the date and time mentioned below,

2. **'Verification of Documents' and 'Allotment of Seats' of candidates**

Date	Activity	Category of Candidates	Time
30.07.2025	Verification of Documents, Allotment of Seats & Admission of the Students	All Registered Candidates from DELHI and Outside Delhi of all Categories	11:30 am -1.30 pm
30.07.2025	Verification of Documents, Allotment of Seats & Admission of the Students	ON SPOT REGISTRATION of the eligible candidates* for the balance seats	2:30 pm to 3..30 am

**Important:**

- Candidates who have given the NLDT listed in the brochure, with a valid score, are only eligible.
- ON SPOT registration can be done for eligible candidates by paying Rs 2500. It is over and above the fees.

3. Name of USS:

a. University School of Design & Innovation.

4. **Seat Allocation in Delhi and Outside Delhi Region**

For clarification on region i.e. Delhi or Other states, candidates may please refer to Chapter 5 'Seat Allocation', Admission Brochure 2025-26.

5. **Reservation Policy**

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

6. **Eligibility Criteria for Programme- Bachelor of Design [B.Des] (CET Code 600)**

To confirm refer Admission brochure:

<http://www.ipu.ac.in/Pubinfo2025/adm25brug310125.pdf>

7. **Offline Counselling Procedure**

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure', Admission Brochure 2025-26.

8. **Fee:**

**Bank Draft(s) of Rs. 2,50,000/- (Rs.Two Lakh FIFTY Thousand only/- towards Seat Acceptance / Part Academic Fee)** is required at the time counselling in favour of "Registrar, Guru Gobind Singh Indraprastha University", payable at Delhi. The candidate will write his name, date of admission, phone, address, mobile no, name of the programme, and Registration Roll Number on the back of the Bank Draft(s).

9. **Documents Required for Verification and Allotment of Seats (alongwith a set of photocopies):**

- a) Four passport sized photographs
- b) NLDT score card / CET Merit Order of -2025
- c) NLDT Registration form / CET-2025 registration form or Admit Card (in original)
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2025-26.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2025-26.
- f) Proof of date of birth (Birth Certificate / Secondary School Mark-sheet) (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) 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.

- 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 in given in Part-F in Admission Brochure 2025-26 (As per Appendix 5).
- j) Result Awaited: Candidates seeking admission where their class 12<sup>th</sup> result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2025-2026.
- k) Reserved Category Certificate in addition to Appendix 10:  
The candidates seeking admission under reserved categories, must have to mandatorily bring the entitled supporting certificate in his/her name. The Candidates for further details must read Chapter 6 (Reservation Policy) of respective Admission Brochure 2025-26.

In case the candidate is claiming the seat reserved for DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi only.

For claiming reservation on a seat reserved for **Defence Category**, the candidate must have to bring the duly filled and signed **Appendix 1** of Admission Brochure 2025-26 by the competent authority as mentioned in Admission Brochure 2025-2026.

Reserved Category Candidates who fail either to bring documents as per notified schedule or whose documents are not in order **will forfeit his/her right for the reserved category claimed** and will automatically be converted to General Category as per University rules.

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / EWS/ KM 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.

- l) 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.
- m) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (if necessary).
- n) 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.



10. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission. Before filling-up the verification slip at the time of verification of documents/counselling/allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2025-26. If it is found at any stage during the entire period of the programme that the candidate does not fulfill the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against his/her and entire fee will also be forfeited.

11. Tentative Seat Matrix: Seat Matrix will be displayed at the time of Offline Counselling.


12. DATE AND TIME OF WITHDRAWAL OF ADMISSION

Withdrawal of seat is not permitted.

13. All candidates who wish to participate in the Offline counselling for admission are advised in their interest to visit the University website [www.ipu.ac.in](http://www.ipu.ac.in) and <http://ipu.ac.in/eastcampusmain.php> for regular updates.

*Please note the admissions for each round would be as per the University norms.*

14. Discrepancy if any, would be resolved by Director -In -Charge, Admissions and Dean, USDI.

  
Prof. Ajay Singh Singholi  
A-17 DEAN USDI

**Copy to:**

1. Director-In-Charge (Academic) for kind information and needful.
2. Director EDC for kind information
3. Controller of Finance, GGSIPU, for kind information and needful.
4. Controller of Examinations, GGSIPU for kind information
5. Finance Officer, GGSIPU with the request to depute an official at the counselling venue for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
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. Deputy Registrar (Academic)
11. Guard file.



(Ms Bindoo Ranjan)  
Admission Incharge, USDI

