

CHAPTER- 10: ONLINE COUNSELLING PROCEDURE

The online counselling will be conducted for the following given below programmes.

S.No	Abbreviated Name of Programme	Programme Code
1.	MBA	101
2.	MCA	105
3.	LLM	112

Abbreviations

S. No.	ABBREVIATIONS	FULL FORM	S. No.	ABBREVIATIONS	FULL FORM
1	OPNOHS	DELHI GENERAL	22	STDFOS	OUTSIDE DELHI ST DEF
2	OPPWDHS	DELHI GENERAL PWD	23	EWSNOOS	OUTSIDE DELHI EWS
3	OPDFHS	DELHI GENERAL DEF	24	OPNOAI	ALL INDIA GENERAL
4	SCNOHS	DELHI SC	25	OPPWDAI	ALL INDIA GENERAL PWD
5	SCPWDHS	DELHI SC PWD	26	OPDFAI	ALL INDIA GENERAL DEF
6	SCDFHS	DELHI SC DEF	27	SCNOAI	ALL INDIA SC
7	STNOHS	DELHI ST	28	SCPWDAI	ALL INDIA SC PWD
8	STPWDHS	DELHI ST PWD	29	SCDFAI	ALL INDIA SC DEF
9	STDFHS	DELHI ST DEF	30	STNOAI	ALL INDIA ST
10	OBCNOHS	DELHI OBC	31	STPWDAI	ALL INDIA ST PWD
11	OBCPWDHS	DELHI OBC PWD	32	STDFAI	ALL INDIA ST DEF
12	OBCDFHS	DELHI OBC DEF	33	OBCNOAI	ALL INDIA OBC
13	EWSNOHS	DELHI EWS	34	OBCPWDAI	ALL INDIA OBC PWD
14	OPNOOS	OUTSIDE DELHI GENERAL	35	OBCDFAI	ALL INDIA OBC DEF
15	OPPWDOS	OUTSIDE DELHI GENERAL PWD	36	EWSNOAI	ALL INDIA EWS
16	OPDFOS	OUTSIDE DELHI GENERAL DEF	37	NOKMAI	KASHMIRI MIGRANTS
17	SCNOOS	OUTSIDE DELHI SC	38	NOSMAI	SIKH MIGRANTS
18	SCPWDOS	OUTSIDE DELHI SC PWD	39	NOCMAI	CHRISTIAN MINORITY
19	SCDFOS	OUTSIDE DELHI SC DEF	40	NOMMAI	MUSLIM MINORITY
20	STNOOS	OUTSIDE DELHI ST	41	NOJMAI	JAIN MINORITY
21	STPWDOS	OUTSIDE DELHI ST PWD			

10.1 General Instructions

- The detailed instructions about the Online Centralized Counselling shall be available on the University website www.ipu.ac.in & <https://ipu.admissions.nic.in>. Candidates are advised to go through the details thoroughly at these sites before registration. This information shall be available before the start of the Online Centralized Counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.
- No separate e-mail/SMS will be sent to any candidate regarding any notification/allotment/payment etc. All the informations will be available on the University website www.ipu.ac.in & <https://ipu.admissions.nic.in>. All the students are advised to visit University website regularly for all latest notifications/schedules/information etc for their desirous programmes.

3. The candidates must read the conditions of eligibility as given in the Admission Brochure 2026-27 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before initiating the process of Online Registration.
4. 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 untrue the admission to the programme shall be cancelled and the fees will be forfeited.
5. 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 submission of online application during the last minute.
6. The detailed instructions regarding the procedures of the Online Centralized Counselling for admission shall be notified prior to the time of start of counselling process, however, the tentative schedule has already been given in the Admission Brochure 2026-27. The instructions in this Admission Brochure 2026-27 shall be treated only as **general guidelines**.
7. The Refund Policy has been provided in Part G of the Admission Brochure 2026-27 and the procedure for withdrawal from admissions prior to completion of admission process shall be notified separately on the University website.
8. **Instructions to the USS/ Institute/ Colleges regarding furnishing of Certificate stating the Reported Status against the finally Admitted Students after a particular Round of Online Counselling:-**

All the University School of studies (USS) and Affiliated Institute/ Colleges are required to submit a certificate to the Academic Branch immediately after the reporting schedule of a particular Round of Counselling stating that, all the students allotted seats in their USS / Institute/ Colleges after a particular Round of Counselling have been shown reported on the NIC Portal and that there is not even a single Student being allowed to attend classes who has not been allotted any seat after a particular Round of Counselling and who has not reported/ paid balance fee in their USS/ Institute/ Colleges. In case any student who has not been allotted seat after a particular round of Counselling and who has not reported/ paid balance fee subsequent to the allotment is found/ Reported and attending classes at any later stage, the concerned USS/ Institute/ colleges shall be responsible for the lapse and no such students, under any circumstances will be allowed to continue his/ her studies in the said USS/ Institute/ Colleges. **All the University School/ Colleges are requested to please verify the eligibility mandatorily before asking the candidate to deposit the Balance Academic Fee.**

10.2 Online Centralized Counselling:

1. **The Candidates are not required to submit Counselling Participation Fee but they will only register for Online Centralized Counselling on the Admission Portal.**
2. Candidates are advised in their own interest to complete the process of enrollment for Centralized Online Counselling by themselves and retain their login and passwords secretly. Candidates should not share login/password to any unauthorized persons and fill the application form much before the closing date and not to wait till the last minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet/website.
3. In case of any problem, candidate can contact **Facilitation Centre** of University to resolve the issue.
4. **It is to inform that enrolling for Online Counselling is mandatory for choice filling for further allotment of seat.**

10.3 Enrollment for Centralized Online Counselling Process:

1. The candidate has to Enroll himself/herself within the specified period notified on the website.
2. The candidate during Registration would enter his/her personal /academic /contact details (with address, mobile no. & email ID).
3. During the Registration process, the candidate would have got login ID and password.

4. It is in the interest of the candidate to remember the password and keep it confidential, to avoid misuse by others for which University will not be responsible. The login Id and the password would be required by the candidate to complete the process of Enrollment.
5. Change password: The candidates can also change the password if required using the change Password menu.
6. In case the candidate has problems in Online Enrollment, he/she needs to report in person to the Helpdesk of the University with the relevant proof before the end of the Enrollment period.
7. Candidates are advised to check all the filled in details before taking the print out.
8. All candidates must take print out/screen shot of the Registration Form as well proof of having enrolled for online counselling. The document verification shall be carried out through online mode on the basis of information provided and updated by the candidate till enrollment period.

10.4 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 enrollment for online counselling, 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, which 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. Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent round of counselling.
7. 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.
8. **Candidates and their parents are advised, in their own interest, to visit the various Colleges/Institutes affiliated to the University prior to the date(s) of counseling to ascertain the location, academic and infrastructural facilities available such as hostel, transportation etc. in the various Colleges/Institutes which may facilitate their decision-making at the time of filling choices for various Colleges/Institution during the Online counseling for allotment of seat as per his/her preferred choice . Any representation regarding location of allotted Colleges/ Institution at far away distance from place of residence or non availability of transportation shall not be entertained by the University.**

10.5 Result / Allocation of Seats in every round

1. After the choice filling period is over, all the choices/preferences filled by the candidate will be considered for online allotment of seat as per merit and respective category and region.
2. All such candidates, as listed below, will not be considered for allotment of seat:
 - i. Candidates who have not Enrolled,
 - ii. Enrolled but not filled choices/preferences.
 - iii. Candidates who were allotted a seat in any round but did not pay the part academic fees of Rs. 96,000/- or Rs. 60,000/- (as applicable) shall not be considered in subsequent round of counselling.
 - iv. Any other condition as defined by the communication of the University.
3. Results MUST be checked by the candidate through his/her account login given during the registration process. No personal intimation will be communicated to the candidate in person.
4. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.

5. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.
6. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs. 96,000/- or Rs. 60,000/- (as applicable) to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he wishes to.

(सीट के आवंटन के बाद, उम्मीदवारों को आवंटन की पुष्टि करने और काउंसलिंग के बाद के दौर में भागीदारी के लिए आंशिक शैक्षणिक शुल्क (Part Academic Fee) रु.96,000/- /रु.60,000/- (जो भी लागू हो) का भुगतान करना होगा, ऐसा न करने पर उम्मीदवार को आवंटित सीट के लिए कोई दावा खो देगा और उम्मीदवार को ऑनलाइन काउंसलिंग के किसी भी अगले दौर के लिए आगे विचार नहीं किया जाएगा, भले ही वह चाहे।)

7. Candidate can pay the admission fee against the provisionally allotted seat through Online option.
 - i. Through Net Banking/Credit Card/Debit Card.
 - ii. Any other medium as notified in Counselling Schedule or visible in portal.
8. Candidate can print Admission Fee Receipt, immediately after payment of part Academic Fee of Rs. 96,000/- or Rs. 60,000/- (as applicable) in case of option 7.
9. The option of printing the Academic fee receipt will be available only for the respective round within the specified period and the record will not be available in the subsequent round of online counselling.
10. In case the fee receipt is not available on the website within the specified time as mentioned in point 8, candidate is advised to contact Facilitation Centre of University to resolve the issue.

10.6 Option of Freeze/Float by candidate after allotment of seat after Round of Counselling

1. After every round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted seat by clicking the "freeze" option available in his/her account in the counselling website within the specified time period.
2. If the candidate wants to upgrade his/ her choice by participating in next round of counseling as per his/ her filled choices should choose option FLOAT.
3. **Those candidates who opts 'FLOAT' option will be able to participate in next round of counselling and his/ her allotted seat will get retained if the candidate is not able to get higher choice.**

10.7 Withdrawal and Fee Refund after online Rounds of Counselling

1. 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.
2. All candidates who have withdrawn, freezed their seat, not paid the Part Academic Fee of Rs. 96,000/- or Rs. 60,000/- (as applicable) 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.
3. Amount after deduction will be refunded to the candidate in the bank details as filled by themselves during online registration. No request for change of bank details will be entertained at later stage.
4. No request for refund of fee will be entertained after stipulated date and time as detailed in the counselling schedules. No representation for refund of fee at later stage will be entertained by the University. Request of refund of fee and withdrawal of admission shall not be entertained through post/email/fax.

10.8 Last Round of Allotment of Seats for Online Counselling:

1. Enumerated below is the standard procedure; however the University shall notify the procedure to be followed, through separate notification.

2. In the last round of regular Online Centralized Counselling, the category wise seats shall be converted to unreserved category after doing seat allotment of the reserved category in case, even after exhausting the complete merit of reserved category candidates, the reserved category seats remain vacant.
3. The region wise seats shall not be converted to All India Region unless the complete merit list in that particular region has been exhausted. Thus, the vacant seats in the region shall be offered to the candidates in the same region till the merit is exhausted.
4. Only the candidates allocated seats, who have paid the Part Academic Fees of Rs. 96,000/- or Rs. 60,000/- (as applicable), have not frozen their allotment, and have not withdrawn as per procedure notified, shall be eligible for the sliding round of online counselling.
5. During the process of sliding round, the preferences already entered shall be utilized for allotment of vacant seats. In the sliding round after completion of sliding process of the already allotted candidates, the vacant seats so created and available shall also be offered to the candidates as per the merit and preferences. Prior to the sliding round, the reserved category seats either would have been offered to the reserved category candidates or would have got converted to un-reserved category.

10.9 Sliding of Allotted Seat after Last Round of Online Allotment of Seats:

1. Enumerated below is the standard procedure; however the University shall notify the procedure to be followed, through separate notification.
2. Only the candidates who have been allocated seats before the sliding round and who paid the part academic fee of Rs. 96,000/- or Rs. 60,000/- (as applicable)/- and did not withdraw their admission or did not freeze the allotted seat by following due procedure of the University, shall be eligible for this round.
(केवल वे अभ्यर्थी जिन्होंने आंशिक शैक्षणिक शुल्क (Part Academic Fee) का भुगतान किया है, उन्हें उनके कॉलेज/स्ट्रीम प्राथमिकताओं में स्लाइडिंग राउंड में अपग्रेड किया जाएगा।)
3. The sliding round shall be based on the preferences already entered by the candidates in the online counselling system on the basis of merit of CET of the candidates.
4. If a candidate, who has paid the Part Academic Fees does not want to participate in the sliding round, then such candidates must freeze their allotment.
5. After the sliding round, the allocated candidates must report to the allocated institutions for verification of documents and payment of the balance amount of fees (if any).

10.10 Reporting of candidates to the allotted institute/college:

1. All the University School/ Colleges are requested to please verify the eligibility before asking the candidate to deposit the Balance Academic Fee.
2. After the sliding round of online seat allotment, 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. 96,000/- or Rs. 60,000/- (as applicable), he can generate Provisional Admission Slip along with the Enrollment number.
3. The Candidate are required to report and join the respective School/college with the Admission Slip, the Provisional Allotment Letter, the Academic Fee Receipt 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 treated as withdrawn.
4. The institutions / University Schools of Studies shall report the status of reported and non-reported candidates to the University. The vacant seats after the sliding round of online counselling and seats vacant due to non reporting of candidates only shall be considered for spot counselling of the admission year.
5. All admissions in the University shall be provisional till regularized by the University.
6. Result Awaited candidates may please see the provisions contained in the Admission Brochure.

7. Candidates who report to the allocated institutions and are reflected in the list submitted by the institutions as reported / admitted, shall be called “admitted students”, and if they wish to withdraw/cancel their admission, then they have to apply as per the refund policy of the University.
8. The upgraded candidates have to pay the balance academic fee (if any), at the newly allotted college/institute/University School. The balance fee paid by such candidates in their previously allotted/reported college/institute **should be refunded to them by the respective college/institute at the earliest.**

NOTE:

1. **There will be 03 Rounds of Online Counselling including Sliding Round.**
2. **If seats remain vacant, SPOT Round(s) may be conducted through Online Mode.**

10.11 Spot Counselling

1. The spot counseling shall be conducted online after completion of the admission process, only for the purpose of filling up vacant seats, if any.
2. All eligible candidates desirous of participating in the “Spot Counselling” shall have to pay a counselling (separate) participation fee for each round of Spot Counselling. The participation fees in the “Spot Counselling” shall be INR 500/- (non-refundable / transferable) for each round of Spot Counselling. However, the number of Spot Counselling Rounds shall be notified separately
3. The “Spot Counselling” shall be done for vacancies remaining after reporting of allocated candidates to Schools of Studies / Colleges / institutions allotted and arising during the process of “Spot Counselling” as enumerated below. Since, all conversions of categories are completed in the last round of online counselling (Section 10.9), the spot counselling shall consider all seats to be filled as unreserved.
4. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the spot counselling.
5. Any CET qualified candidates who have not taken admission in the rounds of Online counselling will be eligible to participate in the spot counselling, against the available vacant seat (if any).
6. 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 by the respective college, if he/she has applied for withdrawal of admission within stipulated date and time of the notified counseling schedule.
7. **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.**
8. Any candidate, who was admitted in any round and subsequently withdrawn as per procedure, will be eligible to participate in the Online Spot Counselling.
9. All admissions in the University shall be provisional till regularized by the University.
10. Result Awaited candidates may please see the provisions contained in the Para 3.5.
11. All “not admitted” candidates will be eligible to participate in the Spot Counselling.
12. 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.
13. The upgraded candidates have to pay the balance academic fee (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 at the earliest
14. The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 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.
15. The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto 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 shall be abide to take the new allocated seat and they will not have any claim on the previous seat.

NOTE:

- (i) After the completion of above mentioned rounds, if any seat remains vacant (due to any reason), additional SPOT Round(s) will be conducted through OFFLINE Mode as per the approval of the Competent Authority.
- (ii) Shifting of College/Institutes/USS will not be allowed during Offline SPOT Round(s).
- (iii) During the SPOT Round(s) conducted through Offline mode, the University shall ensure that allotment of seats in respective programme in any USS/ College/ Institute is purely on merit basis and in accordance with CUT OFF rank determined through Online Counselling of the respective programme/ stream of respective college to ensure NO rank violation with respect to admitted candidates.

(Ref. W.P.(c) No. 12285/2024, High Court of Delhi tilted as Dhruv Jain & Ors v/s GNCT of Delhi & ANR and W.P.(c) No. 401/2023, High Court of Delhi titled as Shreyansh Sharma v/s GGSIP University and ors).

- (iv) If seats still remain vacant University may conduct further rounds of Offline Counselling.

10.12 Filling of seats (if any) on the merit of CUET

1. If any seats are left vacant (out of the seats reported as vacant, after the reporting of “admitted / allocated” candidates to concerned University School of Study / College / Institution and taken to the CUET counselling phase for filling up) out of the seats considered in the spot counselling, the procedure for filling up these seats shall be notified by the University on its website <http://www.ipu.ac.in>.