

## CHAPTER- 8: OFFLINE COUNSELLING PROCEDURE

The offline counselling will be conducted for the following given below Graduation Programmes:

S. NO.	PROG. CODE	ABBREVIATED NAME OF PROGRAMME
1.	100	B.ARCH
2.	117	B.SC (YOGA)
3.	119	BPT/BOT (mode of counseling i.e. Online/ Offline will be notified later on)
4.	127	BHMCT
5.	129	LE BTECH(B.SC. GRADUATE)
6.	130	BTECH (BIO TECHNOLOGY)
7.	133	B.PHARMA
8.	134	B.SC. (MIT)
9.	135	B.SC. (ENVIRONMENT SCIENCE)
10.	136	BS (PACKAGING TECHNOLOGY)
11.	137	B.SC.-M.SC. (DUAL DEGREE) (IN DISCIPLINE OF PHYSICS, CHEMISTRY AND MATHEMATICS)
12.	138	LE- B.Pharm.
13.	142	BMS
14.	158	B.SC. (MTR)
15.	161	B.A. B.ED.(SECONDARY) ITEP
16.	171	LE-BS (Packing Technology)
17.	190	D.Pharm.
18.	238	LLB (Three Years) Programme
19.	451	BA (LA)
20.	600	B. DESIGN
21.	613	LATERAL ENTRY TO B. DESIGN

## 8.1 Admission through First Counselling (Offline)

1. Detailed schedule of first counselling for admissions indicating the number of qualified candidates to be called for counselling will be displayed on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) prior to commencement of counselling. Venue of Counselling & list of institutions along with the intake in the respective programme/s will be notified on the University's Website before the commencement of counselling.
2. The candidates should report at the notified venue, on the scheduled date and time for counselling for admission in - person along with the documents mentioned in the detailed counselling schedule. On reaching the venue, it is mandatory for the candidates to mark the attendance available with the admission officer. Allotment of seats to the candidates will be made only when he/ she attends the counselling session in person.
3. A candidate who fails to appear in person on the notified venue, date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs.
4. A candidate who is allotted a seat will be required to pay notified fee immediately on the spot at the time of counselling for admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
5. Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling and allotment of seat) by the candidate. No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip.
6. The candidates are also advised, in their own interest to check the details of fee paid, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. No representation regarding wrong allotment of seats will be entertained if the candidate leaves the venue without raising any discrepancy, no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.
7. The students admitted in first counselling would NOT be allowed to change the programme/ institute during the subsequent days of first counselling. However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes included in the specific Programme Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi, however, this will be subject to availability of vacant seats. No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.
8. Admissions will be made strictly on merit basis (Rank-wise) and counselling for admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on the University Website. Parents/candidates are advised to check the University Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
9. Result Awaited candidates may please see the provisions contained in the Admission Brochure.
10. The rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.

### 8.1.1 For all programmes other than graduate and Postgraduate medical programme/CET

1. The conversion of seats reserved for SC, ST, DEF, Pwd/PH, Minority, etc. to General Category shall be done only after completion of last round of counselling for the reserved category in case of offline counselling. For online counselling the conversion will be done in the last round of counselling. No such conversion will be allowed during the 1st counselling. However, while converting the seats during last round of counselling, any unfilled seat(s) reserved for ST Category will be offered first to SC Category and vice versa and only after completing this exercise, the conversion of the reserved category seats to general category shall be effected.

2. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved during last round of Offline counselling after exhausting list of respective reserved category.
3. De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa: In the Offline Counselling, Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counseling. Thereafter, seats remaining vacant shall be converted into general category.

#### **8.1.2 For PGAC & PG HOMEOPATHY**

In addition to the above mentioned points the following procedure will be followed:

1. The candidates will be called in the order of merit and shall be offered the seat available at that point of time.
2. At the time of reporting for counselling, the candidate shall produce the original certificates and one set of photocopies thereof duly attested by a Gazetted Officer or from Principal of School/College last attended or self attested. If the candidate is granted admission, the photocopies of the documents will be retained by the University and the candidate will be required to produce the original documents in the college. The Head of the Institution, where the candidate is admitted shall again verify the original documents to ensure the eligibility of the candidate and the original documents shall be returned to the candidate.

#### **Important Note:**

#### **One- Year Service Bond for all India Quota and State Quota Undergraduate And Postgraduate Medical Students:**

As per F.9/06/SR/2014/H&FW/pt.-II/CD#112653691/2348-59 dated 19.09.2024 issued by Govt. of NCT of Delhi Department of Health and Family Welfare 9th level, A-wing, Delhi Secretariat, Delhi, I.P.Estate, New Delhi-110002. Introduction of one-year service bond for all India quota and state quota undergraduate and postgraduate medical students after completion of their course (including internship period) in the medical institutions of Delhi, wherein the students passing out of the undergraduate/ post graduate (Including super- speciality courses), would be mandatorily required to serve in the medical institutions under GNCT of Delhi for a period of one year.

The office of the Dean, USM&AHS, GGSIP University has issued the following orders related to the introduction of Compulsory Service Bond for both All India Quota and State Quota UG & PG Medical Students:

1. GGSIPU/USM& AHS/2025-26/4163 dated 26<sup>th</sup> May, 2025 Introduction of Compulsory Service Bond refer Annexure 14 of Part F.
2. GGSIPU/USM& AHS/2025-26/4157 dated 26<sup>th</sup> May, 2025- Introduction of Compulsory Service Bond refer Annexure 14 of Part F.
3. GGSIPU/USM& AHS/2025-26/4158 dated 26<sup>th</sup> May, 2025- Introduction of Compulsory Service Bond refer Annexure 14 of Part F.
4. GGSIPU/USM& AHS/2025-26/4159 dated 26<sup>th</sup> May, 2025- Advisory regarding Compulsory Service Bond refer Annexure 14 'A' of Part F.

#### **8.1.3 Withdrawal of Admission after First Counselling and Refund of Fees in Offline Counselling**

1. The candidates after getting admission in first counselling will be allowed to withdraw the admissions upto 5.00 p.m. of the dates detailed in the 1st counselling schedule. All the requests for withdrawal of admission in the prescribed performa Appendix 9 (which shall be provided as a part of the detailed counselling notification) are to be submitted in the office as mentioned in the Counselling Schedule, **Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078**. A proper receipt for withdrawal will be issued. The candidates will be required to surrender the original Admission Slip issued at the time of Counselling for admission (BOTH COPIES) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.
2. In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the fee will be refunded to the candidate after as applicable deduction for all programmes.

3. No request for withdrawal of admission will be entertained after 5.00 p.m. of the dates as detailed in the 1st counselling schedule. The fee will be refunded only if the application reaches in the designated , as stated above, **Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078**, before the said date and time. A proper receipt will be issued by the office of Admission Branch when the candidate submits his/her application for withdrawal of Admission within prescribed date & time alongwith documents as given in the 1st Counselling schedule. The withdrawal application without the relevant documents will not be entertained. Any withdrawal after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
4. Request of withdrawal of admission shall not be entertained through post/email/fax. Candidates are requested to submit a prescribed withdrawal application form(Appendix 9) with original fee slip inthe designated office, **Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078** before the prescribed withdrawal date and time.
5. No representation at later stage will be entertained by the University, where request for withdrawal is submitted in any other branch/office of the university and the request for withdrawal does not reach the designated office, **Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078**, before the said date and time.

## 8.2 Procedure for Second Counselling (Offline) (other than PGMC, PGAC & PG Homeopathy)

1. Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard. It may be noted that the classes for the Academic Session of the University shall start on 1<sup>st</sup>August, 2026.
2. The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling against the resultant vacancies.
3. A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn.
4. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
5. Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
6. **The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counselling, within the ambit of the programmes/institutes included in the specific Programme Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi.** However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time, (subject to availability of seats) or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.
7. A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/ her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
8. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling. Candidates once enrolled in the University at the end of counselling will not be considered for admission through Management Quota.
9. The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
10. Open House Counselling / spot counselling: Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) in order of merit. The seat(s) shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has reported for counselling on that day. A transfer fee of Rs. 5000/- shall have to be deposited by the

candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2<sup>nd</sup> counselling schedule or otherwise.

11. Management Quota: Only CET (or the national level test deemed as CET) qualified candidates will be considered for admission through Management Quota in self financing affiliated institutions. The eligibility criteria for such candidates will be the same as for those admitted through counselling.

**Note:**

1. It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statutes, Ordinances and Regulations framed there under and as amended from time to time.
2. All candidates who have taken admission in any programme in 1st/2nd counselling/Open house / Spot counselling must report in the college. Failure to report in University School/College/Institute by the notified date, without proper exemption from University School/College/Institute shall result in automatic cancellation of admission and the fees paid shall be forfeited.

**Note: The last date for all kinds of admissions including procedure to fill up vacancies will be notified later. The Institutions must verify the eligibility of all students and submit a report to the Academic Branch of the University by the due date.**

### **8.3 Applicable to All Programmes Codes**

1. All admissions are based on the merit list for the respective Programme code.
2. All admissions in the University shall be provisional till regularized by the University.
3. Result Awaited candidates may please see the provisions contained in the Admission Brochure.
4. Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Courts.
5. Each student admitted to a Degree/Diploma/Certificate course shall strictly submit himself/ herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
6. The admission of any admitted student shall be terminated if the student is not regular and absent unauthorizedly/without prior permission.
7. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure shall be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer (not below the rank of a Professor for teaching and not below the rank of a Joint/Deputy Registrar or equivalent) of the University as may be deemed appropriate by him.
8. **Management Quota:** 10% of the total seats (as per Programme Code) will be allocated as management quota seats as per policy of Govt. of NCT of Delhi in self financing institutions. However in University Schools of Study, Government Institutions and self-financing minority status institutions, there shall be no Management Quota.
9. **Admissions through Management Quota** shall be done by respective colleges as per provisions in the 'The Delhi Professional Colleges or Institutions (prohibitions of capitation fee regulation of admission, fixation- of Non Exploitative Fee and other measures to ensure equity and excellence) Act 2007' (Delhi Act 8 of 2007), Govt of NCT of Delhi, in every Institutions, except the minority institution / unaided Institutions who have Surrendered Management Quota, for the Academic Session 2026-27. In addition to this, affiliated institutes are advised to refer Chapter 12 of this Admission Brochure for more information.
10. A candidate, who has taken admission through online / offline counselling or in the Spot / open house Counselling, or counselling conducted for management quota seats shall not be eligible for admission in Management Quota Seats elsewhere.