



Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

F. No. IPU/Admissions/Counselling/2018-19/B.A(English Hons)/ 3708

Dated: 02/07/18

SCHEDULE OF 1st COUNSELLING/ADMISSION SESSION: 2018-19

BACHELOR OF ARTS (ENGLISH) (HONOURS) – BA (ENG) Programme (CET CODE: 184)

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.

All the eligible (CET 2018 qualified) candidates, whose names appeared in the merit list prepared on the basis of CET, shall report in person for counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Details are as below:

Verification of Documents and Allotments of Seats

Date	CATEGORY	Time
07.07.2018	All CET 2018 qualified RESERVED CATEGORY & SUB CATEGORY candidates i.e SC,ST, PH & DEF (Priority wise I to VII) irrespective of CET Rank and Region Rank 1 onwards	10:30 a.m.
	All CET 2018 qualified GENERAL CATEGORY candidates (DELHI & OUTSIDE DELHI) FROM Rank 1 to 100	12:30 a.m.
	All CET 2018 qualified GENERAL CATEGORY candidates (DELHI & OUTSIDE DELHI) FROM Rank 101 to 350	02:30 p.m.
	All CET 2018 qualified GENERAL CATEGORY candidates (DELHI & OUTSIDE DELHI) FROM Rank 351 to 600 (subject to availability of seats)	04:30 p.m.

* Allotment on the horizontal Sub-Category seats shall be carried out as per the guidelines given in the following paras.

* Please note that, there are no seats reserved in various sub-categories vis DSCPH, DSTPH, DSTDEF, ODGENPH, ODSCPH, ODSCDEF, ODSTPH and ODSTDEF, they may claim seat in UR / other respective sub-category in their respective Region

Important:

- A candidate belonging to any sub-category is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of CET.
- The Defence and PWD reservation shall be in all categories in a horizontal manner. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR-PWD, SC-PWD & ST-PWD remain vacant, they shall be reverted to the parent category during the 2nd Counselling.
- The conversion of seats reserved for SC, ST to General Category shall be done only after the completion of 2nd counselling for the reserved categories and no such conversion will be allowed during the 1st counselling.
- There shall be no reserved seats for OBC category candidates for Post Graduate/Master Level Programme; hence, they shall be eligible for allotment of seat in UR/GEN category or any other applicable sub-category of the candidate.
- Allotment of Seats will stop as and when the seats get filled up.

2. Seat Allocation in Delhi and Outside Delhi Region

For clarification on Region i.e. Delhi or Outside Delhi, candidates may please refer to the Chapter 5: 'Seat Allocation', Part-A, Admission Brochure 2018-19.

Note:

- i. The candidates who have passed the qualifying examination through Distance /Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre being located in Delhi shall not be considered for Delhi region seats, and shall be considered for admission in the Outside Delhi Region.

3. Reservation Policy

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2018-19.

4. Eligibility Criteria for Programme(s)

Candidates with an aggregate of 50% marks in 10+2 level examination from recognized state and central government board (for example, C.B.S.E) with compulsory English at 10+2 level.

5. Result Awaited Candidates

Result Awaited candidates may please refer to Clause 3.7, Chapter-3: 'Syllabus of Common Entrance Tests', Part-A, Admission Brochure 2018-19. They shall be admitted on an Undertaking, to be given at the time of counselling. The format of Undertaking is available as Appendix 5, Part-B, Admission Brochure 2018-19.

6. Fee Structure for Programme

Sl. No.	Fee Head	Amount (Rs.)
A.	Counselling Participation Fee (One Time Non Refundable)	1000/-
B.	Fee payable at the time of Counseling	40000/-
	Total Fee payable at the time of Counselling (A+B)	41000/-

Note:

- a) The college/institute (both Govt. as well as Self Financing institutes) will be exclusively responsible to ensure refund of security deposit to any such student(s) of their college/institute, who complete their degree.
- b) Balance fees, if any, shall be paid by the candidate directly in the respective allotted University School/Affiliated College, after allotment of seat.

7. Documents Required for Verification and Allotment of Seats:

- a) Bank Draft(s) of Rs. 41000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his/her name, date of admission, phone, address, mobile no, name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s).
- b) Four passport sized photographs (same as that in admit card)
- c) CET-2018 Admit Card in original and CET Result 2018
- d) Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Part B of Admission Brochure 2018-19.)
- e) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- f) 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.
- g) 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.

h) **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-B in Admission Brochure 2018-19 (As per Appendix 6).

i) **Reserved Category Certificate:**

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / KM must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. The Defence Category candidates in addition shall also bring Appendix 1 duly completed. The appendices are available in Part B of Admission Brochure 2018-19

j) **REGARDING CORRECTION, IF ANY, TO BE CARRIED OUT: ATTENTION:** All Qualified CET Candidates seeking admission in B.A(English Honours) hereby once again informed that keeping in larger interest of candidates, who are still approaching the University for correction to be carried out in Date of Birth, Spelling mistake in name or the parent's name or in the Choice of Category claimed for the purpose of availing reservation in the submitted CET form/application and change of region and others etc., they have to submit the request application in physical form along with the copy of fee of challan of Rs. 500/- submitted in Indian Bank Branch at GGSIP University, Dwarka Sector 16 C. The candidate must submit the copy of GGSIP University, Sector 16 C, Dwarka, New Delhi 110078 on working days between 10 a.m. to 04 :00 p.m. till start of the conduct of 1st counselling.

All concerned may please note that this is an opportunity given to the candidates seeking correction in the details so filled in the CET form.

k) **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.

l) **Application regarding age or any other relaxation** with necessary approval (if necessary).

8. **Tentative Seat Matrix:**

Region/Category	FIMT	VIPS	Region/Category	FIMT	VIPS
Delhi GEN	13	69	Outside Delhi Gen	3	12
Delhi Gen PH	2	2	Outside Delhi Gen PH	0	0
Delhi Gen Def	4	4	Outside Delhi Gen Def	0	1
Delhi SC	4	15	Outside Delhi SC	1	2
Delhi SC PH	0	0	Outside Delhi SC PH	0	0
Delhi SC Def	0	1	Outside Delhi SC Def	0	0
Delhi ST	0	1	Outside Delhi ST	0	1
Delhi ST PH	0	0	Outside Delhi ST PH	0	0
Delhi ST Def	0	0	Outside Delhi ST Def	0	0

Note:

1. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR-PWD, SC-PWD & ST-PWD remain vacant during the first counselling, they shall be again offered to these sub category candidates prior to reverting those seats to the respective parent category during the 2nd Counselling only.
2. The students, who have been admitted during 1st counselling, in any category, will not be allowed to change their category in the subsequent counselling.

9. Withdrawal of Admission

All the refund applications shall be processed in accordance with the Refund Policy 2018-19, as notified in Part D (Chapter 15) of Admission Brochure 2018-19. The same is available on University website www.ipu.ac.in. All the candidates are requested to note the same and withdrawal will be carried out accordingly

Last date of Withdrawal shall be 16.07.2018. The refund shall be processed as per the notified Refund Policy 2018-19 of the University.

The candidate after getting admission in first counselling will be allowed to withdraw the admissions upto 05:00 p.m. of the dates detailed above. All the requests for withdrawal of admission in the prescribed performa are to be submitted at the reception counter, Examination Branch, Administrative Block, 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/admission (both copies) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.

10. Commencement of Academic session 2018-19:

The Academic session of the University shall commence as per notified schedule for Academic session 2018-19.

(Dr. Nitin Malik)

Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information
2. Controller of Examinations, GGSIPU for kind information
3. Finance Officer, GGSIPU with the request to depute an official for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
4. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
5. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
6. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
7. SO to Pro Vice Chancellor, GGSIPU for information of Pro Vice Chancellor.
8. AR to Registrar, GGSIPU for information of Registrar.
9. EDP section of Admission Branch.
10. Guard file.

(Ajay Kumar Arora)

Assistant Registrar (Admissions)