



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

F. No. IPU/Admissions/2<sup>nd</sup> Counselling/2019-20/PGDWVA/13973

Dated: 03/9/19

**SCHEDULE OF 2<sup>nd</sup> OFFLINE COUNSELLING / ADMISSION SESSION: 2019-20**

**POST GRADUATE DIPLOMA IN VICTIMOLOGY AND VICTIM ASSISTANCE  
(CET CODE-178)**

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

1. The CET qualified candidates, whose names appeared in the merit list drawn on the basis of CET, shall report in person for 2<sup>nd</sup> Offline counseling for 'Verification of Documents' and '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:

Date	Category of Candidates	Time
13.09.2019	All CET 2019 qualified candidates, irrespective of Region and Category seeking admission from: <b>Rank 1 onwards</b>	10:30 A.M.
	OPEN HOUSE COUNSELLING	12.00 noon

Admissions shall be carried out on All India Basis as mentioned in clause 6.2, Chapter 6, Admission Brochure for Diploma programmes for the Academic Session 2019-20.

**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.
  - For Institutions funded by the Central Government, the seats are allocated on an All India Basis with reservation as (SC: 15%, ST: 7.5%). The defence (5%) and PWD (5%) reservation shall be in all categories in an horizontal manner.
  - Allotment of Seats will stop as and when the seats get filled up.
  - The provision for reservation in OBC category is not applicable for Post Graduation / Master Level programmes. However, the OBC category candidates shall claim seats in General Category in the order of their rank as per merit, as per their respective regions.
2. **Seat Allocation in All India Region**  
For clarification on Region i.e. Candidates may please refer to the Chapter 5: 'Seat Allocation' Admission Brochure for Diploma programmes Academic Session 2019-20
  3. **Reservation Policy**  
Candidates shall please refer to the Chapter 6: 'Reservation Policy', Admission Brochure for Diploma programmes for the Academic Session 2019-20.

4. Eligibility Criteria for Programmes for Post Graduate Diploma in Victimology and Victim Assistance

"Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate".

Admission Criteria:

1. Admission shall be on the basis of the merit of the written test / CET.

5. Documents Required for Verification and Allotment of Seats:

- a) Bank Draft(s) of Rs 41,000/- (including Rs. 1000/- Counselling Participation fee (one time non-refundable) is required at the time of Counselling 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). Balance fee (if applicable) shall be paid by the candidate at the allotted Institute.
- b) Four passport sized photographs (same as that in admit card)
- c) CET Rank Card of CET-2019
- d) CET-2019 Admit Card (in original) 2019.
- e) **Copy of Admission verification form (Copy of Admission verification form as per Appendix 4A in Part B of Admission Brochure 2019-20.)**
- f) Proof of date of birth (Secondary School Mark-sheet & Certificate) (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-B in Admission Brochure 2019-20 (As per Appendix 6).**
- j) Reserved Category Certificate:  
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD 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 to all the documents, shall also bring Appendix 1 duly completed. The appendices are available in Part B of Admission Brochure 2019-20**
- 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).

m). 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.

n). The candidate claiming reservation against EWS category must produce certificate issued by the Competent Authority at the time of verification of documents and allotment of seats.

**6. REGARDING CORRECTION, IF ANY, TO BE CARRIED OUT: ATTENTION: ALL**

**Qualified CET Candidates seeking admission in programme in Academic Session 2019-20:** All such CET qualified candidates are hereby 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 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 request Application and Challan of Rs.500/- in physical in the Admissions Branch, GGSIP University, Dwarka, Sector 16-C, New Delhi-110078 on working days between 10 a.m. to 04.00 p.m. till start of the conduct of 2<sup>nd</sup> Counselling.** However, no payment is required in case of change of existing category to EWS category. No request for removal of discrepancies through email shall be entertained.

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.

7. 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 2019-20. 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.

8. The Category / Sub Category and Region wise Seat Matrix for the Academic Session 2019-20 will be displayed at the time of allotment of seats at the Counselling Venue.

**9. Instructions to be followed at the time of 2<sup>nd</sup> counseling 2019-20.**

a). 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.

b). if the seats of these sub categories (i.e. GEN-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 2<sup>nd</sup> Counselling.

c). The students who have been admitted during 1<sup>st</sup> Counselling, in any category, will not be allowed to change their category in the subsequent counselling.

d). 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.

e). The conversion of seats reserved for SC, ST, DEF, PWD, Minority, etc. to General Category shall be done only after the completion of 2<sup>nd</sup> counselling for the reserved categories. However, while converting the seats during 2<sup>nd</sup> Counselling, any unfilled seat(s) reserved for ST Category will be offered 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.

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 counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling.

**Note:** The candidate who has withdrawn after 1<sup>st</sup> round of Counselling will be allowed to take admission during Open House Counselling.

**11. Withdrawal of Admission during / after 2<sup>nd</sup> Counselling:**

The Candidates must refer to Refund Policy 2019-20, given in Part-D in Admission Brochure 2019-20. The same is available on University website [www.ipu.ac.in](http://www.ipu.ac.in).

**NOTE:** For details, Candidates are requested to go through the Admission Brochure for Academic Session 2019-20 for Diploma programmes.

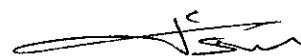
  
(Dr. Nitin Malik)

Joint Registrar (Admissions)

**Copy forwarded to the following for information:**

1. Controller of Examinations, GGSIPU for kind information
2. Controller of Finance, GGSIPU, for kind information and 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.
3. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
4. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
5. Principal / Director, Lok Nayak Jayaprakash Narayan National Institute of Criminology and Forensic Science, Sector 3, Outer Ring Road, Rohini, Delhi
6. AR to Hon'ble Vice Chancellor Sectt, GGSIPU for information of Hon'ble Vice Chancellor.
7. AR to Office of Registrar, GGSIPU for information of Registrar.

8. EDP section of Admission Branch.
9. Bank Manager, Indian Bank, GGSIPU for information.
10. Guard file.



**(Kuldeep Singh Dabas)**  
**Assistant Registrar (Admissions)**