



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

F. No. IPU/Admissions/Offline Counselling /M.DES.

Dated: 30th August 2024

(Offline Counselling for ADMISSIONS in M.DESIGN, USDI)

**Schedule of 2nd Counseling / Admission 2024-25
Program –M. Design, Code: 611**

**Venue of Counseling: Guru Gobind Singh Indraprastha University
Dwarka, Delhi-110078.**

The qualified candidates, shall report in person for 'Verification of Documents' and Allotment of Seats' at the venue for counseling on the date and time mentioned below, as per their Category and Rank. Details are as below:

Date	Category of Candidates	Time
09.09.2024	All Registered Candidates Under NLDT and selected Candidates under CET as per the List uploaded on the website, from DELHI and Outside Delhi of all Categories	9:30am
	All Candidates eligible under NLDT but have not registered from DELHI and Outside Delhi of all Categories	10:00am
	All Registered Candidates Under CUET-PG - List uploaded on the website, from DELHI and Outside Delhi of all Categories.	10.30 am

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 common merit.
- 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 first 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.
- The students, who have been admitted during 1st counselling, in any category, will not be allowed to change their category in the subsequent counselling.
- There shall be no reserved seats for OBC category candidates for Post Graduation/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

1. Offline Counselling Procedure

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure' Part-A, Admission Brochure 2024-25.

2. Fee:

Bank Draft(s) of Rs. 2,30,500/- (Rs.2,30,500/- towards Seat Acceptance/Part Academic Fee plus Rs 1000/- (Non-Refundable) towards Counselling Participation Fee nonrefundable) 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, CML Rank and Registration Roll Number on the back of the Bank Draft(s).

Payment of REGISTRATION FEES of Rs. 2,500/- (Rs. Two Thousand Five Hundred Only) paid through mode stated above. [If not registered earlier]

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

- a) Four passport sized photographs
- b) Rank Card/Merit Order of CML-2024 (copy)
- c) CET-2024 Admit Card (in original) 2024 OR NLDT Registration form.
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2024-25.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2024-25.
- 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-F in Admission Brochure 2024-25 (As per Appendix 5).
- j) Result Awaited: candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2024-2025.
- 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 2024-25.

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 2024-25 by the competent authority as mentioned in Admission Brochure 2024-2025.

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.

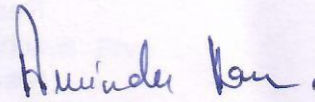
All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/EWS/ KM must bring their reservation certificate (the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/ guardians) 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) There is no OBC and EWS seats in self financing and minority institute.
 - n) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (if necessary).
 - o) 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.
- 4. 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 2024-25. 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.**
- 5. Tentative Seat Matrix: Seat Matrix will be displayed at the time of Offline Counselling.**

6. **DATE AND TIME OF WITHDRAWAL OF ADMISSION**

Last Date of Withdrawal is 30.09. 2024 till 5:00 PM from M.DES (M. Design) (Code 611) programme. The candidate must submit filled and signed appendix 11, i.e., form for withdrawal of Admission of Part F of Admissions Brochure 2024-2025 in the Academic Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078. A proper receipt for withdrawal will be issued in lieu thereof. It is once again informed that the request for withdrawal has to be made in the Academic Branch, GGSIPU only and in the prescribed format necessarily.

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



DEAN USDI

Copy to:

1. Director In charge Admissions
2. Controller of Finance, GGSIPU,
3. Controller of Examinations (O), GGSIPU
4. Deputy Registrar, GA, East Campus, GGSIPU, to make the necessary arrangements.
5. PRO, GGSIPU with a request to display Counseling / Admission Schedule on the University's Notice Board (s)
6. In-charge, UITS, to upload the schedule of Counseling on the University's website.
7. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor
8. AR to Registrar, GGSIPU for information of Registrar
9. EDP section of Admission Branch.
10. Director-In- Charge East Delhi Campus, GGSIPU
11. Dean, USDI, USAR, EDC, GGSIPU
12. USDI office to give copy to all Admission USDI 2023 Committee members
13. Guard file.



Admission I/C USDI