



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University established by the Govt. of NCT of Delhi)
Sector-16-C, Dwarka, New Delhi-110078

Notification No. 235/2024



F. No.: IPU-7/Online Counselling/2024/ 864

Dated: 14/08/2024

Schedule for SPOT ROUND 2 ONLINE COUNSELLING: Enrolment for Centralized Online Counselling, Payment of Counselling Participation Fees, Choice Filling, Declaration of Result and Reporting in the allotted college : Academic Session 2024-25

This is for information of all the stakeholders that the University hereby announces the process of **SPOT ROUND 2 ONLINE COUNSELLING** for the following programmes:

Details are given below:-

Sl. No.	Name of the Programme	CET Code
1.	MBA Programmes (Through CAT 2023/ CMAT 2024/ CET 2024)	101

The Schedule for **SPOT ROUND 2 ONLINE COUNSELLING** to fill the seats remained vacant arising due to non-reporting of candidates in their allotted college, unfilled / un-allotted seats, withdrawal etc, is given in the succeeding paras.

Who are eligible for Spot Round 2 Online Counseling:

- a) All the candidates irrespective of their status of admission i.e. "ADMITTED" OR "NOT ADMITTED" are eligible for participating in **SPOT ROUND 2 ONLINE COUNSELLING**.

Who are NOT eligible for Spot Round 2 Online Counseling:

- a) Any candidate who has already taken seat in Management Quota is NOT eligible to participate in SPOT Round 2 Online Counseling.
b) Any candidate who was debarred due to non fulfillment of prescribed eligibility criteria as per the Admission Brochure 2024-25.

I) SPOT ROUND 2 ONLINE COUNSELLING Procedure:

- i) Registration for **SPOT ROUND 2 ONLINE COUNSELLING** will be for all CET 2024 qualified candidates/ National Level Test qualified candidates irrespective of his/her registration earlier.
ii) All the already Registered candidates and registering afresh will be allowed to login after accepting the terms and conditions of **SPOT ROUND 2 ONLINE COUNSELLING**.
iii) **CANDIDATES DESIROUS OF PARTICIPATING IN THE SPOT ROUND 2 ONLINE COUNSELLING ARE REQUIRED TO FILL FRESH CHOICES. All choice/preferences filled in the previous rounds of counselling shall be nullified.**
iv) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto **SLIDING ROUND AND SPOT ROUND 1**, if participating in the **SPOT ROUND 2 ONLINE COUNSELLING** 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, unless withdrawn.**
v) The candidates who have reported at their respective School of Studies/Colleges/Institution after seat allocation upto Sliding Round and SPOT Round 1, if participating in the **SPOT ROUND 2 ONLINE COUNSELLING** 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.**

Important Note:

- (a) Registration is mandatory for participating in SPOT Round 2 Online Counselling.
(b) If seat is upgraded in SPOT Round 2 Online Counselling the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.

II) Registration for SPOT ROUND 2 ONLINE COUNSELLING:

(a) For CAT 2023 Qualified Candidates:

S. No.	Category	Activity	Starting Date	Closing Date
1.	<u>Payment of Counselling Participation fee :</u>			
	a). In respect of candidates who have not filled Online Application Form of GGSIPU earlier as per notified dates.	Such candidates are required to register and pay the online application fee of Rs.1,500/- (Non- Refundable); Enrol for Centralized Online Process for SPOT Counselling along with Counselling Participation Fee of Rs.1,000/- (Non- Refundable) <u>also Pay Spot Round Registration Fee Rs. 500/-</u> through Net Banking/Credit Card and Debit Card through Net Banking/Credit Card and Debit Card.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
	b). In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non- Refundable)	Such candidates are required to Enrol for Centralized Online Process for SPOT Counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non-Refundable) and also <u>Pay Spot Round Registration Fee Rs. 500/-</u> through Net Banking/Credit Card and Debit Card.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
	c). In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- & Rs. 1000/- (Non-Refundable)	Such candidates are required to again register and <u>pay Rs. 500/-</u> (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
	d). In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/-, Rs. 1000/- (Non-Refundable) and Rs. 500/-.	Such Candidates will automatically participate by filling fresh choices and need not to pay any fee.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)

(b) For CMAT 2024 Qualified Candidates :

S. No.	Category	Activity	Starting Date	Closing Date
1.	<u>Payment of Counselling Participation fee :</u>			
	a). In respect of candidates who have not filled Online Application Form of GGSIPU earlier as per notified dates.	Such candidates are required to register and pay the online application fee of Rs.1,500/- (Non- Refundable); Enrol for Centralized Online Process for SPOT Counselling along with Counselling Participation Fee of Rs.1,000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card through Net Banking/Credit Card and Debit Card.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
	b). In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non- Refundable)	Such candidates are required to Enrol for Centralized Online Process for SPOT Counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
	c). In respect of candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/-, Rs. 1000/- (Non-Refundable).	Such Candidates will automatically participate by filling fresh choices and need not to pay any fee.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)

Important Note:

(a) Registration is mandatory for participating in SPOT Round 2 Online Counselling.

(b) If seat is upgraded in SPOT Round 2 Online Counselling the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.

(c) For CET 2024 Qualified Candidates:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates whose name appeared in Common Merit List Rank 2024 of GGSIP University but HAVE NOT PAID Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such candidates are required to again register and pay the counseling participation fee of Rs. 1000/- (Non-Refundable) through Net Banking/Credit Card and Debit Card towards Participation in Spot Counselling.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)
2.	Candidates whose name appeared in Common Merit List Rank 2024 of GGSIP University but HAVE PAID Rs. 1000/- (Non-Refundable) Counseling participation fee.	Such Candidates will automatically participate by filling fresh choices and need not to pay any fee.	14.08.2024 (05:00 PM)	20.08.2024 (04:00 PM)

III . FILLING OF CHOICES/PREFERENCES:

Sl. No.	Category	Activity	Starting Date	Closing Date
1.	Candidates who have filled online Application form, paid the requisite application fee of Rs. 1500/- (Non-Refundable), paid Counselling Participation fee Rs. 1000/- (Non-Refundable), paid SPOT Round 1 registration fee of Rs. 500/- or SPOT Round 2 registration fee.	Filling of Fresh choices	14.08.2024 (6:00 PM)	20.08.2024 (11:59 PM)

**IV. TENTATIVE DATE FOR DECLARATION OF RESULT OF SPOT ROUND 2 ONLINE COUNSELLING:
21.08.2024/ 22.08.2024**

V. PROCEDURE TO BE FOLLOWED AFTER DECLARATION OF RESULT OF SPOT ROUND 2 ONLINE COUNSELLING:

Sl. No.	Activity	Starting Date	Closing Date
1.	IN CASE OF SEAT ALLOTMENT Payment of Part Academic Fee of Rs. 96,000/- only through NET Banking/Credit Card/Debit Card.	After declaration of result of SPOT Round 2	24.08.2024 (02:00PM)
2.	Printing of Provisional Seat Allotment	After declaration of result of SPOT Round 2	24.08.2024 (03:00 PM)
3.	Online withdrawal of admission after payment of Part Academic Fee.	After declaration of result of SPOT Round 2	24.08.2024 (11:59 PM)

Important Note:

(a) Registration is mandatory for participating in SPOT Round 2 Online Counselling.

(b) If seat is upgraded in SPOT Round 2 Online Counselling the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.

VI. MANDATORY REPORTING OF CANDIDATES TO THE ALLOTTED INSTITUTE/COLLEGE:

Sl. No.	Activity by the candidate	Starting Date	Closing Date
1.	MANDATORY REPORTING AT THE ALLOTTED COLLEGE Reporting of candidates to the allotted USS/institute/college All documents to be carried by candidates while Reporting to the Allotted Institute/College, for more details please refer admission brochure 2024-25.	23.08.2024 (11:00 am to 04:00 pm)	24.08.2024 (11:00 am to 04:30 pm)

IMPORTANT NOTE:

- All the candidate are hereby informed that who have been allotted seat in the previous rounds of online and had paid the Part Academic Fee and wish to participate in the **SPOT ROUND 2 ONLINE COUNSELLING** their Part Academic Fee paid in the earlier rounds of online counselling will be adjusted during the Spot Round 2 Online Counselling. Such candidates, if allotted a seat in the SPOT Round of online counseling need not to pay the Part Academic Fee again.
- Admitted Candidates who are allotted an upgraded Seat in the **SPOT ROUND 2 ONLINE COUNSELLING** **needs to pay again an additional amount of Rs. 5000/- (upgradation fees)** at the newly allotted Institute at the time of Physical Reporting.
- 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. All the affiliated colleges are directed to comply with this direction.

1. GENERAL INSTRUCTIONS:

- The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2024-25 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- 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 and Bank detail in which amount to be refunded in case of withdrawal of admission. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or false, the admission to the programme shall be cancelled and all the fees paid will be forfeited.
- 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 either submission of online application or any other activity during the last minute.

2. REGISTRATION AND SUBMISSION OF COUNSELLING PARTICIPATION FEE:

- For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <https://ipu.admissions.nic.in> and select the option for payment. Net Banking /Credit Card and Debit Card.
- The candidates are required to check the status of Enrolment for Centralized Online Process for Counselling / Counselling Participation Fee payment on the website (<https://ipu.admissions.nic.in>) and must take the printout of online fee confirmation receipt with the transaction details, to be retained for all future reference.
- Candidates are advised in their own interest to complete the process of fee submission online 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.
- Enrolment for Centralized Online Process of Counselling and payment of Counselling Participation Fees is just a part of the counselling process; the same does not entitle the candidate for admission.

Important Note:

- Registration is mandatory for participating in SPOT Round 2 Online Counselling.
- If seat in upgraded in SPOT Round 2 Online Counselling the candidate will have to report on the newly allotted seat/institute. He /She shall have no claim on previously allotted seat.

3. It is the sole responsibility of the candidate to check the online portal at regular intervals of time and respond to queries (if any) without fail within the stipulated time.
4. Reserved Category Candidates who fail either to upload documents as per notified schedule or whose documents are not in order will forfeit his/her right for the reserved category entitlement and will automatically be converted to General Category as per University rules.
5. 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 false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
6. 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 either submission of online application or any other activity during the last minute.
7. In case of refund of fee/withdrawal of admission, 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.
8. Candidates are advised to keep their login credentials, i.e. login Id and password, strictly confidential to avoid any misuse /fraudulent activity at any stage during the counselling process.
9. **The following documents are required at the time of Reporting to the allotted institute/college:**
 - a) Four passport sized photographs (same as that in admit card)
 - b) CET Rank Card/Merit Order and CET Admit Card 2024.
 - c) NLT Score/Rank Card and NLT Admit Card 2024.
 - d) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
 - e) Mark-sheets / Certificates of qualifying examination:
 - f) 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 as detailed above Para.
 - i) Online Registration Form 2024
 - j) Copy of Online Reserved Categories verification slip.
 - k) 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 as detailed above Para.
 - 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) Proof of payment of Part Academic Fee Payment receipt of Rs.96,000/ will be available in candidates profile.

IMPORTANT NOTE:-

- a) **In University School of Studies:** The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the Dean/ Directors of respective University School of Studies.
- b) **In Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees may be submitted through both Online (Net Banking/ Credit Card/ Debit Card) and Offline (through Demand Draft) as per the instructions issued by the respective Affiliated College/Institute.

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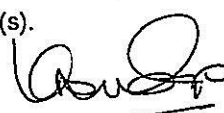
- c) The Dean/Director/Principal will be responsible to ensure that the eligibility of all the students are checked by them to ensure correctness of admission specially in case of provisionally admitted students.
- d) It is the sole responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission.
- e) Institutes are required to submit a certificate within two days to the Academic Branch after the reporting schedule of a particular Round of counselling stating that all documents (i.e. qualifying exam eligibility, reserved category certificate, NLT/CET score card etc) of allotted candidates in their USS/Institute have been verified and they are found eligible (including remaining part academic fees) and thereafter all the candidates after a particular round of counselling have been shown reported on the NIC portal by the concerned USS/Institute 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.
- f) **Affiliated Colleges/Institutes of GGSIPU:** The balance amount of fees as paid by the candidate at the time reporting be refunded to the candidates on submission of online withdrawal slip, if he/she has applied for withdrawal of admission within stipulated date and time as notified by the University.

All candidates are advised in their own interest to visit the University website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in> for regular updates. Candidates are also advised to please refer Admission Brochure for Academic Session 2024-25.

(Prof. Udayan Ghose)
Director, In-Charge (Academic)

Copy to:

1. Controller of Finance, GGSIP University, for information.
2. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
3. AR, Registrar, GGSIP University, for information of Registrar.
4. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
5. Guard File.


(Dr. Vijay Kumar)
Deputy Registrar (Academic)

Important Note:

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