



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

F. No. IPU/Admissions/ Offline Counselling /B.DES/2594

Dated: 6th June'2025

Revised-- Offline Counselling Notice for LEET ADMISSIONS in B.DESIGN, USDI

Schedule of the Counselling / Admission 2024-25
Program -B. Design, Code: 613

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

Date of Counselling: 12.06.2025

1. All the shortlisted candidates qualified in CET-LEET shall report in person for the 1st Counselling at the venue of Counselling; on the date and time mentioned.
2. **'Verification of Documents' and 'Allotment of Seats' of candidates**

Date	Activity	Category of Candidates	Time
12.06.2025	Verification of Documents	All selected Candidates from DELHI and Outside Delhi of all Categories as per the List uploaded on the website.	3.00pm - 4.00pm
12.06.2025	Allotment of Seats & Admission of the Students	All Candidates from DELHI and OUTSIDE DELHI of all Categories who have got their documents verified.	4.00pm 5.00pm

* It is stated that where the seats in any sub-category is not reserved, the candidate may claim seat in UR/ other respective sub-category in their respective region.

* The candidates claiming seats in any subcategory shall have to produce the valid certificate for both the categories for claiming a seats e.g. a candidate claiming a seat belonging to SC-DEF shall have to produce valid certificate for SC category as well as Defence Category

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.
- 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.
- Allotment of Seats will stop as and when the seats get filled up.

1. 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 5.1: 'Seat Allocation', , Admission Brochure 2025-26.

2. Reservation Policy

Candidates shall refer to the Chapter 6: 'Reservation Policy', Admission Brochure 2025-26.

3. Eligibility Criteria for Programme- Bachelor of Design [B.Des] (CET Code 600):

To. confirm refer Admission brochure: <http://www.ipu.ac.in/Pubinfo2025/adm25brug310125.pdf>

4. Offline Counselling Procedure

Candidates shall please refer to the Chapter 8: 'Offline Counselling Procedure', Admission Brochure 2025-26.

5. Fee:

Bank Draft(s) of Rs. 2,50,000/- (Rs.Two Lakh Fifty Thousand only/- towards Seat Acceptance / Part Academic Fee) 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, and Registration Roll Number on the back of the Bank Draft(s).* [http://www.ipu.ac.in/Pubinfo2025/nt030625415%20\(4\).pdf](http://www.ipu.ac.in/Pubinfo2025/nt030625415%20(4).pdf)

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

- a) Four passport sized photographs
- b) NLDT score card / CET Merit Order of -2025
- c) NLDT Registration form / CET-2025 registration form or Admit Card (in original)
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2025-26.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2025-26.
- f) Proof of date of birth (Birth Certificate / Secondary School Mark-sheet) (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 2025-26 (As per Appendix 5).

j) Result Awaited: Candidates seeking admission where their class 12th result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2025-2026.

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 2025-26.

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 2025-26 by the competent authority as mentioned in Admission Brochure 2025-2026.

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) Application regarding age relaxation with necessary approval shall be submitted prior two days before the commencement of Offline counselling (if necessary).
 - n) 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.
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 2025-26. 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. **Tentative Seat Matrix**: Seat Matrix will be displayed at the time of Offline Counselling.

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

Last Date of Withdrawal is 25.06.2025 till 5:00 PM from B.DES. (B. Design) (Code 600) programme. The candidate must submit filled and signed appendix 11, i.e., form for withdrawal of Admission of Part F of Admissions Brochure 2025-2026 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.

10. All candidates who wish to participate in the Offline counselling for admission are advised in their interest to visit the University website www.ipu.ac.in and <http://ipu.ac.in/eastcampusmain.php> for regular updates.

Please note the admissions for each round would be as per the University norms.

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

Arvinder Kaur

(Prof. Arvinder Kaur)
DEAN USDI

Copy to:

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

Bindoo Ranjan

(Ms Bindoo Ranjan)
Admission Incharge, USDI

Kartikaya Chandra
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CHANDRA

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