



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Frequently Asked Questions

Online Counselling for the Academic Session 2014-15

Sl. No.	Question	Answer
1.	What is the procedure for admission in GGSIPU?	<p>The admission in GGSIPU is on the basis of merit obtained in CET. The dates for inviting application for appearing in CET are advertised through newspaper and notifications uploaded on the University website www.ipu.ac.in. The process for issue of notification for inviting application for CET commenced in January.</p> <p>Those who qualify CET are required to participate in the Counselling process for seeking admission, based on the candidate's preferences and his/her merit in CET in the respective programmes given specific CET codes.</p>
2.	I am aware that admissions in GGSIPU are based on CET merit and one has to participate in the Counselling process. How do I know the dates for Counselling?	<p>This year the University is conducting Online Counselling for 12 Programmes, the details with names of the programmes and the schedule has been uploaded on the University website www.ipu.ac.in & www.ipuadmissions.nic.in.</p>
3.	Please give me the list of Programme for which Online Counselling is being conducted.	<p>The list of Programme for which Online Counselling is being conducted:-</p> <ul style="list-style-type: none"> (a) MCA/MCA(SE)- CET Code:- 105 (b) BCA- CET Code:- 114 (c) B.ED / B.Ed (Special Education) – CET Code:- 122 (d) MBA/ MBA(FM) – CET Code:- 101 (e) BJMC- CET Code:- 126 (f) B.Tech/ M.Tech (Dual Degree)/ B.Tech- CET Code:- 131 (g) B.A (LLB)/ BBA(LLB)- CET Code:- 121 (h) BBA- CET Code:- 125 (i) B.COM(H)- CET Code:- 146 (j) MBBS- CET Code :- 103 (k) LE-B.Tech (For B.Sc Graduates):- 129 (l) LE-B.Tech (For Diploma Holders): -128
4.	What is the process of Online allotment of seat?	<p>All the candidates who wish to seek admission online in the respective CET Codes for which Online Counselling is being held should logon to http://www.ipuadmissions.nic.in.</p> <p>The stepwise process of Online allotment of seat is as given below :-</p> <p>Step 1:- Submission of non-refundable Counselling participation fee of Rs. 1,000/- with CET Roll No, DOB & Mobile No through three different mode of payment:</p> <ul style="list-style-type: none"> (a) Cash Payment by generating Fee Challan in any branch of Indian Bank. (b) Net Banking of Indian Bank. (c) Net Banking of other Banks/ Debit Card/ Credit Card. <p>Step 2:-Registration with candidates particulars and generation of password for candidates log in account.</p> <p>IMPORTANT: - It is in the interest of the candidates to remember their password and keep it highly confidential, to avoid misuse, for which the University will not be responsible.</p>

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		<p>Step 3:- Action by the candidate who fail to register after submission of Counselling participation fee:- Such candidates who are unable to complete the registration process due to mismatch/ discrepancy in the candidates particulars, are required to report to the University Helpdesk in person for the necessary amendments and allowing the candidate to register online.</p> <p>Step 4:- All candidates whose result is awaited and all those candidates who have passed out from distance mode of Education should report to the University with the Affidavit and proof of Study Centre issued by their respective University.</p> <p>Such candidates who report with the relevant documents to the University shall be granted permission to register.</p> <p>Step 5:- Registered candidates login to their respective account by using the candidate's user ID which is his/her CET Roll No and the password as generated by the candidate.</p> <p>Step 6:- Filling up of choices/ preferences within the laid down schedule for the respective CET codes.</p> <p>Step 7:- Action by the candidates who have registered online in the Reserved Category (SC, ST, OBC, PH, DEF, SM & KM):- All such candidates seeking admission in the reserved category are required to report to the University in person along with the required documents for the verification in the respective category.</p> <p>Step 8:- Process of Seat allotment & declaration of result for Round 1.</p> <p>Step 9:- Acceptance of declaration/ undertaking by the candidate online.</p> <p>Step 10:- Printing of provisional seat allotment letter.</p> <p>Step 11:- Submission of part of Academic Fee through three different mode of payment.</p> <p>Step 12:- Printing of Fee receipt after submission of Academic Fee.</p> <p>Step 13:- Actions by the candidates who do not wish to participate in the second round of counselling after allotment of seat and submission of Academic Fee.</p> <p>(a) Freezing Option Candidates who have been allotted the college and are satisfied with the allotted seat in Round 1 and do not wish to take part in the further round of counseling are required to exercise the freeze option within the specified period. In case the candidate fails to do so the candidate will be automatically considered for the subsequent round of counseling and his allotted seat may get upgraded/retained as per the candidates preferred choices and their merit and the University will not be responsible for such cases.</p> <p>(b) Withdrawal Option The candidate who wish to withdraw their admission from the allotted seat and wish to claim refund of academic fees paid to the University, can also exercise the option for withdrawal online within the time schedule as per the laid down procedure for withdrawal of admission. The candidate will not be considered for withdrawal of admission and he/she will have no claim for refund of Academic fees, if the candidate do not apply online for the withdrawal and subsequently submit the application in person in the prescribed format in the Admission Branch as per laid down time schedule as given in the Admission withdrawal procedure.</p> <p>Step 14:- Process of Seat allotment & declaration of result for Round 2.</p>

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		<p>Step 15:- Submission of declaration/ undertaking by the candidate online.</p> <p>Step 16:- Printing of provisional seat allotment letter.</p> <p>Step 17:- Submission of part of Academic Fee through three different mode of payment.</p> <p>Step 18:- Printing of Fee receipt after submission of Academic Fee.</p> <p>Step 19:- Actions by the candidates who do not wish to participate in the third round of counselling after allotment of seat and submission of Academic Fee.</p> <p>(a)Freezing Option Candidates who have been allotted the college and are satisfied with the allotted seat in Round 2 and do not wish to take part in the further round of counseling are required to exercise the freeze option within the specified period. In case the candidate fails to do so the candidate will be automatically considered for the subsequent round of counseling and his allotted seat may get upgraded/retained as per the candidates preferred choices and their merit and the University will not be responsible for such cases.</p> <p>(b) — Withdrawal Option The candidate who wish to withdraw their admission from the allotted seat and wish to claim refund of academic fees paid to the University, can also exercise the option for withdrawal online within the time schedule as per the laid down procedure for withdrawal of admission. The candidate will not be considered for withdrawal of admission and he/she will have no claim for refund of Academic fees, if the candidate do not apply online for the withdrawal and subsequently submit the application in person in the prescribed format in the Admission Branch as per laid down time schedule as given in the Admission withdrawal procedure.</p> <p>Step 20:- Process of Seat allotment & declaration of result for Round 3.</p> <p>Step 21:- Submission of declaration/ undertaking by the candidate online.</p> <p>Step 22:- Printing of provisional seat allotment letter.</p> <p>Step 23:- Submission of part of Academic Fee through three different mode of payment.</p> <p>Step 24:- Printing of Fee receipt after submission of Academic Fee.</p> <p>Step 25:- Generation of Admission Slip alongwith Enrollment No. after Round 3.</p> <p>Step 26:- Reporting of candidates in the respective University Schools/ College/ Institute.</p> <p>Note: - The detailed instructions about the online counselling shall be available on the University website www.ipu.ac.in & www.ipuadmissions.nic.in . Candidates are advised to go through the details thoroughly at this site before registration.</p>
5.	When will online allotment process for the year 2014-15 start?	Online process will start w.e.f 28 May 2014 and full information will be uploaded on University website http://ipuadmissions.nic.in
6.	Do I have to report to any counseling centre for registration or choice filling?	Online registration and choice filling can be done from place of convenience (including from home) using internet However, for candidate belonging to reserved category physical reporting for verification of documents is mandatory. The schedule for verifications of documents for each CET Code will be displayed separately. Also the candidates whose result for qualifying degree have not been declared or have passed their qualifying degree from distance education will have to physical report for submission of Affidavit or proof of study centre as the case may be.

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7.	Do I require any documents to get registered on-line?	<p>Before filling the online application form, keep ready with the following details to fill in the appropriate fields. You will be required to fill some of the information that you have given in Online CET Application form so keep the copy of CET application Form and CET Admit card. For Net Banking and Debit Card/ Credit Card necessary information.</p> <p><u>IMPORTANT</u> <i>Please keep information that you have furnished on Registration form, confidential, and do not share it with anybody. If somebody else uses that information, he/she can misuse your online registration and prevent you from taking part in online allotment process. Keep print out of Registration form ready for reference with you.</i></p>
8.	How do I get password for logging in?	<p>During the process of online registration you will generate your own password. Candidates are advised to keep the password that they have create, confidential to them till the end of the counseling process. They can change the password after creating it. Password is very important for participating in online process. Sharing of password can result in misuse by somebody else, leading to even exclusion of genuine candidate from online process.</p>
9.	How much time will I be given to join the allotted course?	<p>Each candidates allotted seats will be issued Enrollment Number after, final round of counseling for respective programme is completed. After allotment of Enrollment Number, candidates will be able to generate Admission Slip. The candidates will have to join the allotted college with the Admission Slip containing Enrollment Number within stipulated time from the date of printing of Admission Slip. The Academic session will begin w.e.f. 01 August 2014. Candidates are advised that after taking a print of Admission Slip to join as early as possible and not to wait for last day of joining.</p>
10.	What documents are required at the time of counseling?	<p>For online counseling no documents are required to be uploaded. However, for candidate belonging to reserved category physical reporting for verification of documents in mandatory. The schedule for verifications of documents for each CET Code will be displayed separately. Also the candidate whose result for qualifying degree have not been declared or have passed their qualifying degree from distance education will have to physical report for submission of Affidavit or proof of study centre as the case may be.</p>
11.	Is there any restriction for filling up number of choices of Institutions (Colleges) or subjects in choice filling form?	<p>There is no restriction for filling of number of choices. Infact, the University suggests that the candidate MUST fill maximum choices as are available in the programme/CET code. However choices should be filled in order of preference (not alphabetically), as the allotment is done on the basis of choices submitted by the qualified candidate in order of preference and as per availability. It is more important to fill maximum number of choices specially as the candidates is not allowed to add any choice later on.</p> <p>From previous experience it has been noted that some candidate have filled up very few and limited number of choices which resulting in non-allotment of seats during seat allotted. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they not deprived of admission on this account.</p>
12.	Can I change my choices after 1st round is over?	<p>No. Once the period for filling of Choices is over, choices filled by candidate cannot be changed. These choices will be used for all rounds of counselling.</p> <p>From previous experience it has been noted that some candidate have</p>

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		filled up very few and limited number of choices which resulting in non-allotment of seats during seat allotted. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they not deprived of admission on this account.
13.	How may choices I am required to fill?	Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting desirable seat. For the benefit of the candidates, the stream wise and institute wise and rank wise Admission Rank cut off data is available on University website and relevant link in http://ipuadmissions.nic.in . From previous experience it has been noted that some candidate have filled up very few and limited number of choices which resulting in non-allotment of seats during seat allotted. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they not deprived of admission on this account.
14.	What is the probability of seat allotment?	The allotment is done on merit of rank and choice filled. It is in the interest of all candidates to fill maximum number of choices, as it increased the possibility of getting desirable seat. For the benefit of the candidates, the stream wise and institute wise and rank wise Admission Rank cut off data is available on University website http://ipu.ac.in and relevant link in http://ipuadmissions.nic.in . From previous experiences, it has been noted that some candidates have filled up very few and limited number of choices which resulted in non allotment of seat during seat allotment. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they are not deprived of admission on this account.
15.	Can I have some idea about the seat I am likely to get my rank?	The last year seat status (Category & Region wise) is uploaded on the University website and ipuadmission.nic.in for reference.
16.	I have difficulty in creating password, what may be the problem(s)?	Creation of password should be as per password policy. Please follow the password policy. Please use the internet browser as suggested in user manual, and it is difficult to login from some of the other browsers. While creating password avoid using Caps lock key, instead of Caps Lock use shift key.
17.	When I try to login for choice filling/ submission, it says wrong roll number / password, what may be problem(s)?	This can happen if Roll Number/Testing ID typed is incorrect or password typed is incorrect. Password in case sensitive, therefore use password which was created by user exactly same as typed while creating it. In case password is forgotten, try to generate new password by using the Change password menu and using the security question and its answer
18.	I have not locked my choices before 5:00 PM on last date of locking choices, what will happen to my choices?	There is no provision for locking the choices. The choices submitted and saved by you will automatically be considered as locked by the system at 5:00PM of last date/ date of choice locking as mentioned in Counseling Schedule, automatically.
19.	How can I get print out of my choices?	During the choice filling period, the candidate can take the print out of their Choices filled by using the "Print your filled Choices" menu.
20.	Do I need to submit any document if pursuing course through distance learning mode?	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 study centre.
21.	Who are eligible to be considered in Delhi Region?	If the candidate has qualified examination from Delhi, the admission is permissible under Delhi Region for such candidates.

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22.	Who are eligible to be considered in Outside Delhi Region?	If the candidate has qualified examination from Outside Delhi, the admission is permissible under Outside Delhi Region for such candidates.
23.	How many seats are reserved for Delhi and Outside Delhi Region?	85% of the sanctioned intake shall be allocated for Delhi Region and 15% of the sanctioned intake shall be allocated for Outside Delhi Region. However, in case of Self Financing Institutes, sanctioned intake includes 10% Management Quota seats.
24.	Is there a rounding off of percentage of marks in qualifying marks?	No, rounding off of percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission.e.g. if the candidate obtains 49.9% in his/her qualifying examination, then it will not be rounded off to 50%.
25.	I have a compartment/supplementary/ER in my qualifying exam and the result of the same is still awaited. Am I eligible for admission?	The candidates, who have compartment/supplementary/E.R./Failed or they have applied for improvement of marks in any year duration of course/programme and result of the same has not been declared by the respective University/ Boards are not eligible to take admission in any Course/Programme at this University for the session 2014-15.
26.	What is upper age limit in Undergraduate and Post Graduate programmes?	For Undergraduate level programmes, where entry qualification is 12 th pass, the upper age limit is 21 years. For all other Post Graduate programmes, where entry qualification is Graduation, the upper age limit is 35 years. The upper age limit may be relaxed by the Competent Authority. There is no upper age limit for MBBS programme.
27.	Is it necessary to fill up the choices and lock the choices to get seat allotted? Or I will be allotted seat automatically from available seats?	<p>After online registration (registration is compulsory to take part in online allotment process), you have to fill in choice of subjects and Institutions/ colleges in order of preference. During the choice filling period, the candidate can edit, modify, change his/her choices. During the choice filling period candidates can take out print of the choices filled. The choice submitted by him/her, will be automatically locked at 5:00PM on the last date of choice filling.</p> <p><u>If you don't register and fill in any choice, you will not be allotted any seat.</u></p> <p>Important: <u>Don't wait till the last minute to fill your choices and to take a printout.</u> <u>Please go through your submitted choices before last date for choice filling is over as once the choice filling period is over the same cannot be modified or changed even if you have made a mistake. Mistake in filling choices may result in allotment of a seat which you never wanted.</u></p>
28.	What preparation is needed to fill the choices?	It is very important to study all the participating institutes. One may visit their website, talk to persons who know about them or even visit the institutes personally and see where and how are the institutes. Check whether the fee is affordable and whether the institute fulfills your requirement and expectations.
29.	What is the best strategy of choice filling?	<p>Each choice of institute or branch must be such that you know completely what you are asking for. Include only those choices in your list where you are really prepared to go if you get an allotment. One must refrain from ambling or take-a-chance approach. No choice should be included in half hearted manner. It should not happen that after getting an allotment you say Oh! I did not want it. If that is so, it should not have been in the list of choices. Maintaining strict order of preference is also very important. Assume that what you really want is at no. 17 in your list but you get choice no. 13. In the subsequent rounds, choice no. 1 to 12 only will be considered.</p> <p>From previous experience it has been noted that some candidate have filled up very few and limited number of choices which resulting in non-</p>

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		allotment of seats during seat allotted. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they not deprived of admission on this account.
30.	If a candidate forgets his/her password, how to get a new password?	Whenever a candidate forgets his/her password he/she has to use the additional information given by him/her at the time of online registration to get a new password using the 'Change your Password' menu.
31.	Can the candidate change his/her password?	Yes. The candidate can change his/her password by using the 'Change your Password' menu.
32.	Can the name of the candidate be changed during counseling?	No change in name is permitted.
33.	Choice filling: How many choices can a candidate give?	A candidate can submit as many numbers of choices in order of preference as he/she wishes from the list of his/her available choices. From previous experience it has been noted that some candidate have filled up very few and limited number of choices which resulting in non-allotment of seats during seat allotted. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they not deprived of admission on this account.
34.	Can the candidate modify the choices after last date is over?	After the last date of choice filling is over, the candidate cannot modify his/her choices.
35.	Is it required to pay any registration fee for counselling?	Yes, the candidate has to submit an amount of Rs. 1000/- (Rupees One Thousand Only) at the time of registration for online counseling which is one time payment and non refundable.
36.	What is initial fee? How is this adjusted?	Every candidate who is taking Provisional Admission against an allotted seat has to deposit Rs. 40,000/- as part payment. This will be adjusted towards the total fee payable by the candidate at the allotted institute.
37.	What are the modes of Initial fee payment?	Initial fee of Rs. 40,000/- may be paid in three different mode of payment: (a) Cash Payment by generating Fee Challan in any branch of Indian Bank. (b) Net Banking of Indian Bank. (c) Net Banking of other Banks/ Debit Card/ Credit Card.
38.	I did some mistake in filling the details in Online Registration for counselling, then how to change?	You can contact the Help Desk Office at GGSIP University or send an e-mail to the ipuadmissionsonline@gmail.com.
39.	What if I don't have an Email-id?	Email-id is a mandatory detail as you might be intimated regularly important information about CET-2014 from time to time.
40.	What if I don't have a Mobile number?	Mobile number is a mandatory detail as your Transaction Id., Payment confirmation or any other future correspondence is through the correct Mobile number you enter. Hence, if you don't have a Mobile number enter the mobile number of your parents / guardian or close relatives / friends whom you can trust.
41.	I have pressed the Back / Refresh / ANY button during the Registration Fee Payment through Debit / Credit Card, will that speed up my payment process?	Avoid using Back / Refresh / ANY other buttons during the Registration Fee Payment through Debit / Credit Card, this will not only hamper the whole process but also your submission will be incomplete. Hence, you are advised to have patience during the Online Payment through Bank.
42.	I haven't found the answer to my question in the FAQ's, what should I do?	You are advised to go through ALL details thoroughly on the official GGSIP University website www.ipu.ac.in or www.ipuadmissions.nic.in . Still if you do not find an answer to your question contact Help Desk. You can also send e-mail to ipuadmissionsonline@gmail.com or contact Helpline Number- 011-25302167, 011-25302168, 011-25302169.
43.	I have paid the Online	No, the participation fee is NOT REFUNDABLE.

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	participation Fee, but I do not wish to take participate in online counselling due to unavoidable reasons. Is the participating fee refundable?	
44.	Which college/institute is good?	Students and their parents are advised in their own interest to visit the various colleges and institutes affiliated to GGSIP University prior to date of filling of choices to ascertain the location, their infrastructure facility available such as hostel, transportation etc. in the various colleges/institutes which may facilitate their decision for choice filling and allotment.
45.	What if I am found not eligible after allotment of seat, submission of fees and reporting to the allotted college/institute and have attended classes?	It will be the sole responsibility of the candidate themselves to make sure that they are eligible and fulfill all the conditions prescribed in the Admission Brochure. If, it is found at any stage during the entire period of the programme that the candidate does not fulfill the requisite eligibility condition, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.
46.	If I have not withdrawn the admission within the stipulated period for withdrawing	No request for withdrawal will be entertained after the stipulated dates laid down in the Admission schedule for online counselling. Any withdrawal after the stipulated time will lead to forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence will be made under any circumstances.
47.	What is the procedure for withdrawal of admission?	The candidate who wish to withdraw their admission from the allotted seat and wish to claim refund of academic fees paid to the University, can also exercise the option for withdrawal online within the time schedule as per the laid down procedure for withdrawal of admission. The candidate will not be considered for withdrawal of admission and he/she will have no claim for refund of Academic fees, if the candidate do not apply online for the withdrawal and follow the laid down procedure. Candidates are requested to submit the prescribed withdrawal form in person in the Admissions Branch. If the candidate sends the application through post/email/fax, it will not be entertained under any circumstances.
48.	What is the procedure of conversion of seats?	The conversion of seats reserved for SC, ST, Defence, Physically Handicapped, Minority to General Category shall be done only after the completion of 2 nd counselling for reserved category. No such conversion will be allowed in the 1 st and 2 nd round of counselling. However, while converting the seats, any unfilled seats, reserved for ST Category will be offered to SC category and vice versa and only after that the conversion of the reserved category seats shall be effected.
49.	Who is the final authority regarding reservation policy?	Final decision regarding reservation policy will be taken by the Government of NCT of Delhi and the same will be announced on the University website.
50.	Is it compulsory to have certificate in the name of the candidate in case of reserved category?	Yes. The reserved category certificate should be in the name of the candidate seeking admission. Certificate in the name of husband/ father/mother is not acceptable.
51.	Is there any Management Quota in University School of Studies /Govt. Institutes	There is no Management Quota in University Schools and Govt. Institutes.
52.	What are the necessary documents for claiming reservation in Defence Category?	For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be

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		<p>produced as proof for claiming reservation in a particular category at the time of counselling/admission. In addition to original entitlement card/document as referred above, the candidate will also have to bring the relevant format given in Appendix E duly completed in original and signed by the competent authority.</p> <p>For Serving Officers: - The certificate will be issued by Commanding Officer (CO) of the Unit or the Formation Commander or immediate Superior Officer. Under no circumstances. The Certificate signed by Junior Commissioned Officer (JCO)/Warrant Officer will be accepted. The Certificate signed by Subordinating Officer for the ward of Defence personnel will not be accepted. Further, a dependent certificate with photograph from the CO of the Unit or Canteen smart card will be required to prove the dependency.</p> <p>For retired officers:- The certificate will be signed by Secretary, Kendriya Sainik Board, Secretary, Rajya or Zila Sainik Board, Officer-in-Charge, Record Office or 1st Class Magistrate. In case of wards of retired officers. Original Pension Payment Order (PPO) to support their claim as a pensioner/special family pensioner/ liberalized family pensioner is mandatory. Further, the candidate must have documentary evidence like Ex-serviceman Contributory Health Scheme (ECHS) card as proof of dependency. For claiming reservation under Priority (i), the Government notification and proof of Liberalized Family Pension is must and for claiming reservation under Priority (iii), proof of Special Family Pension is must.</p>
53.	<p>Who all are covered under Defence Category for claiming admission in GGSIP University?</p>	<p>Defence Personnel means any person who is serving in Indian Army, Navy or Air Force or a person who has served in Indian Army, Navy or Air Force or those who come under the category of Ex-servicemen as per notification of Govt. of India. Para military forces, like BSF, CRPF, CISF, Assam Rifles etc. and various other organizations like Coastal guard, DSC, etc., are not entitled for claiming the seat for admission under Defence Category.</p>
54.	<p>What is the order of priority for reservation in Defence Category</p>	<p>To claim reservation under Defence Category, the candidate must have qualified CET. The reservation for Defence Category will be in the following order of priority:-</p> <ol style="list-style-type: none"> (i) Widows/Wards of Defence personnel killed in action; (ii) Wards of serving personnel and exservicemen disabled in action; (iii) Widows/wards of Defence personnel who died in peace-time with death attributable to military service (iv) Wards of Defence Personnel physically disabled in peace-time with physical disability with not less than 40% attributable to military service. Physical disability must be suffered during the service at the time of undergoing military training/ military action in peace time. (Low medical categories due to medical diseases which may be due to aggravation or may be attributable to military service will not be considered); (v) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry (vi) Wards of serving and ex-servicemen in order of merit. <p>Guidelines and Requirements in terms of mandatory documents needed for claiming reservation for admission under Defence Category as per revised priorities mentioned in Ordinance 30 sub-clause (ii) of clause 1 captioned "Reservation for Defence Category".</p>

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55.	What are the necessary documents for claiming reservation in Physically Handicapped Category?	A certificate from the Vocational Rehabilitation Centre for Physically Handicapped 9,10,11 Karkardooma, Vikas Marg, Delhi-110092 is to be produced at the time of verification, which will certify that the applicant is fit for undergoing the said course (as per Appendix given in Part E). No certificate other than this shall be allowed for availing seat under 'PH' Category.
56.	What are the necessary documents for claiming reservation in OBC Category?	27% seats are reserved for Delhi OBC Category belonging to the list of OBC castes in Delhi. The reservation will be available only in the University Schools of Studies and other Government of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India will not be accepted under any circumstances. The reservation for OBC Category is only for candidates who are from Delhi Region. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will not be accepted for claiming a seat under OBC Category. Reservation in OBC Category is not applicable for Master's Level and Post Graduate Diploma programmes.
57.	What are the necessary documents and preferences for claiming reservation in Kashmiri Migrant Category?	A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/admission (as per Appendix given in Part E). Those who do not have original Migrant card showing their actual date of registration can also produce a Certificate from the SDM, which should clearly state that individual was registered as J&K Migrant in Delhi specifying the exact date of registration. First preference will be given to Kashmiri migrants registered in Delhi upto 11.06.2001. In case of seats remaining vacant Kashmiri migrants settled outside Delhi will be considered.
58.	What are the necessary documents and preferences for claiming reservation in Sikh Minority Category?	Minority reservation will be available only in the Sikh Minority Colleges/ Institutes for the programmes B. Tech, B. Ed and MCA only. The candidate should produce a certificate as per the format as prescribed by Delhi Sikh Gurudwara Management Committee (relevant Appendix given in Part E) at the time of admission/ counselling for availing the seat for Sikh Minority.
59.	Who will be considered for reservation in Delhi Region Category?	Qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under Delhi Reserved category.
60.	Who will be considered for reservation in Outside Delhi Region Category?	If Qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.
61.	What if I have passed the qualification examination from Delhi and Reservation certificate has been issued from Outside Delhi for SC/ST Category?	Admission is permissible only under Delhi General category.
62.	Who are considered in All India Basis for institutes located in NCR	For Institutes in NCR Region (Not in Delhi) All India basis:- If Qualifying examination is passed from anywhere in India and Reservation certificate is

Sl. No.	Question	Answer
	Region?	issued from anywhere in India, then admission is permissible under Reserved category, irrespective of the region from where certificate has been issued.
63.	Who are covered in SC/ST for claiming reservation?	The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in IP University against the seats reserved for Scheduled Castes candidates. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in IP University, against the seats reserved for SC candidates if they are residents of Delhi, in terms of the Presidential order dated 20 th September, 1951, as amended time to time, by the law made in this regard.
64.	Is CET 2014 valid for all programmes?	The merit of the CET will be valid only for the programme for which the candidate has appeared and cannot be utilized for admission to any other programme. Further, the merit of the CET 2014 shall be valid only for the Academic Session 2014-15.
65.	What is the requirement for seeking provisional admission for result awaited candidates?	The candidate has to report the Help Desk along with Affidavit on Non-Judicial Stamp paper of Rs. 10/- duly signed by Notary Public for seeking provisional admission in case the result of the qualifying examination is yet to be declared.
66.	If the degree/certificate is obtained from any other country, what are the necessary documents required?	The equivalence certificate must be obtained from Association of Indian Universities, New Delhi.
67.	What are the necessary documents required if a married woman is applying to any course under Reserved Category?	The candidate has to produce the caste certificate in the name of herself. Certificate in the name of husband/father/mother is not acceptable.
68.	What If the documents are in any language other than English/Hindi?	Authenticate translation in English/Hindi shall have to be produced duly verified by the Institution/Gazetted Officer (original and photocopy) by the candidate.

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