



Guru Gobind Singh Indraprastha University

Sector-16 C, Dwarka, New Delhi-110075

Website: <http://www.ipu.ac.in>

F.No. IPU-7/Schedules of Counselling/MCA/2012/ 931

Dated: 8/8/2012

NOTIFICATION **REVISED SCHEDULE OF 2nd COUNSELLING/ADMISSION 2012-13**

MCA/MCA(SE) Programme, CET Code-105

Venue of Counselling: - Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110075.

1. The qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2012, shall report **in person** for Counselling/Admission at the venue of counselling; on the date and time mentioned below as per their Category and Rank.

Date	Category of Candidates	Time
16.08.2012 (Thursday)	All qualified candidates seeking admission against seats reserved for ' Sikh Minority ' Category	09:30 a.m.
	All qualified candidates seeking admission against seats reserved for ' JK Migrant ' Category	11:00 a.m.
	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region- PH ' Category	11:30 a.m.
	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region - ST ' Category	02:00 p.m.
	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region SC ' Category' as per the Rank below:- • Rank 1 to 1000	04:00 p.m.
17.08.2012 (Friday)	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region SC ' Category' as per the Rank below:- • Rank 1001 to 2000	09:30 a.m.
	• Rank 2001 to 3000	11:30 a.m.
	• Rank 3001 to 4500	02:00 p.m.
18.08.2012 (Saturday)	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region SC ' Category' as per the Rank below:- • Rank 4501 onwards	09:30 a.m.
	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region - Defence Category Priority I to VI	12:00 Noon
21.08.2012 (Tuesday)	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region - Defence Category Priority VII	09:30 a.m.
	All qualified candidates seeking admission against seats reserved for ' Delhi and Outside Delhi Region General Category ' as per the Rank below:- • Rank 1 to 75	02:00 p.m.
	• Rank 76 to 150	04:00 p.m.
22.08.2012 (Wednesday)	• Rank 151 to 200	09:30 a.m.
	• Rank 201 to 250	11:00 a.m.
	• Rank 251 to 300	02:00 p.m.
	• Rank 301 to 350	04:00 p.m.
23.08.2012 (Thursday)	• Rank 351 to 400	09:30 a.m.
	• Rank 401 to 450	11:00 a.m.
	• Rank 451 to 500	02:00 p.m.
	• Rank 501 to 550	04:00 p.m.
24.08.2012 (Friday)	• Rank 551 to 600	09:30 a.m.
	• Rank 601 to 650	11:00 a.m.
	• Rank 651 to 700	02:00 p.m.
	• Rank 701 to 750	04:00 p.m.

25.08.2012 (Saturday)	• Rank 751 to 800	09:30 a.m.
	• Rank 801 to 850	11:00 a.m.
	• Rank 851 to 900	02:00 p.m.
	• Rank 901 to 950	04:00 p.m.
27.08.2012 (Monday)	• Rank 951 to 1000	09:30 a.m.
	• Rank 1001 to 1050	11:00 a.m.
	• Rank 1051 to 1100	02:00 p.m.
	• Rank 1101 to 1150	04:00 p.m.
28.08.2012 (Tuesday)	• Rank 1151 to 1200	09:30 a.m.
	• Rank 1201 to 1250	11:00 a.m.
	• Rank 1251 to 1300	02:00 p.m.
	• Rank 1301 to 1350	04:00 p.m.
29.08.2012 (Wednesday)	• Rank 1351 to 1400	09:30 a.m.
	• Rank 1401 to 1450	11:00 a.m.
	• Rank 1451 to 1500	02:00 p.m.
	• Rank 1501 to 1550	04:00 p.m.
30.08.2012 (Thursday)	• Rank 1551 to 1600	09:30 a.m.
	• Rank 1601 to 1650	11:00 a.m.
	• Rank 1651 to 1700	02:00 p.m.
	• Rank 1701 to 1750	04:00 p.m.
31.08.2012 (Friday)	• Rank 1751 to 1850	09:30 a.m.
	• Rank 1851 to 1950	11:00 a.m.
	• Rank 1951 to 2050	02:00 p.m.
	• Rank 2051 to 2150	04:00 p.m.
01.09.2012 (Saturday)	• Rank 2151 to 2250	09:30 a.m.
	• Rank 2251 to 2350	11:00 a.m.
	• Rank 2351 to 2450	02:00 p.m.
	• Rank 2451 to 2600	04:00 p.m.
03.09.2012 (Monday)	• Rank 2601 to 2750	09:30 a.m.
	• Rank 2751 to 2900	11:00 a.m.
	• Rank 2901 to 3025	02:00 p.m.
	• Rank 3026 to 3150	04:00 p.m.
04.09.2012 (Tuesday)	• Rank 3151 to 3275	09:30 a.m.
	• Rank 3276 to 3400	11:00 a.m.
	• Rank 3401 to 3525	02:00 p.m.
	• Rank 3526 to 3650	04:00 p.m.
05.09.2012 (Wednesday)	• Rank 3651 to 3775	09:30 a.m.
	• Rank 3776 to 3900	11:00 a.m.
	• Rank 3901 to 4025	02:00 p.m.
	• Rank 4026 to 4150	04:00 p.m.
06.09.2012 (Thursday)	• Rank 4151 to 4275	09:30 a.m.
	• Rank 4276 to 4400	11:00 a.m.
	• Rank 4401 to 4525	02:00 p.m.
	• Rank 4526 to 4650	04:00 p.m.
07.09.2012 (Friday)	• Rank 4651 to 4775	09:30 a.m.
	• Rank 4776 to 4900	11:00 a.m.
	• Rank 4901 to 5025	02:00 p.m.
	• Rank 5026 to 5150	04:00 p.m.
08.09.2012 (Saturday)	Open House Counselling (if required, as per instructions given in page no.-6 of this schedule)	09:30 a.m.

Note: - The students whose documents have been already verified can report for allotment of seats directly at the venue mentioned above.

- The candidates belonging to **Defence Category** are hereby directed to bring all necessary documents (in original) and a copy of the same duly attested for claiming reservation benefits. Further, the candidates seeking admission under **Defence category** are advised to bring the following documents in original and a copy of the same duly attested as applicable along with ink signed copy

of the Appendix: 14 as given in Admission Brochure-II for the session 2012-13. The reservation under **Defence** Category will be in the following **order of priority**.

1. Widows/Wards of Defence Personnel killed in action (**proof in original**).
2. Wards of serving personnel and ex-servicemen disabled in action (**original disability certificate clearly indicating the disability is attributable to Military Services**).
3. Widows/wards of Defence personnel who died in peace-time with death attributable to military service (**Original death certificate clearly indicating the cause of death is attributable to Military Services**).
4. Wards of Defence Personnel disabled in peace - time with disability attributable to military service (**Original disability certificate clearly indicating the disability is attributable to Military Services**).
5. Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Award (**proof in original**).
6. Wards of ex-servicemen (**Original ex-servicemen Identity Card, discharge book, PPO**).
7. Wards of Serving Personnel (**Original Service Identity Card and Dependant Card, Certificate issued by the Competent Authority**).

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 under Defence Category for the session 2012-13.

2. The Candidate who have Compartment/Supplementary/ER/Failed or they have applied for improvement of marks in any year/duration of course/Programme and result of the programme has not been declared by the respective University / Board are not eligible to take admission in any course / Programme at this University for the session 2012-13.
3. **Document(s) required at the time of Counselling/Admission.**
 - The Candidate will bring all the original certificates of qualifying examination i.e. 10th, 12th class and degree of qualifying exam (Mark Sheet and Certificate). In case the candidate has appeared in final semester/final year of the qualifying examination (as applicable) then he/she will have to bring the Original Mark Sheet of all the previous semesters/years. A photocopy of the original certificates should also be carried which will be retained by the University. In the absence of mandatory documents of proof for eligibility the candidates will not be allowed to attend the counselling.
 - Bank Draft(s) of **requisite fee** in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. The candidate will write his name, date of admission, phone, mobile No., name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s)

For details refer chapter 14 of the Admission Brochure-II, 2012-13.

- Filled-in Admission Verification Form as per **Appendix 12**, of the Admission Brochure-2, 2012-13.
- Preference Sheet as per **Appendix 13**, of the Admission Brochure-2, 2012-13.
- Admit Card of CET-2012 (Original).
- Proof of date of birth (Secondary School Marks Sheet & Certificate) (Original and Photocopy).
- Certificate and Mark Sheet of the qualifying degree examination issued by the Board/University. In cases, where the University has prescribed a condition of passing a subject or subjects at some level, the Certificate/ Mark Sheet of the concerned examination in proof thereof should also be produced (Original and Photocopy).
- 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. Please read the Admission Brochure.
- SC/ ST/ Physically Handicapped/ Defence Category/ Minority Status Certificate(s) whichever applicable, on the basis of which reservation is claimed (Original and One Photocopy). In the

case of Sikh minority, the format as prescribed by Delhi Sikh Gurudwara Management Committee as given in **Appendix 15** should be used.

- **The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST category than he has to bring SC/ST certificate issued by the Govt. of NCT of Delhi and also should have passed his/her qualifying exam from Delhi.**
- Conduct and Character Certificate in original from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (Original), not more than 6 (Six) months old.
- Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as give in **Appendix 4** (Original).
- Affidavit on non-judicial stamp paper of Rs. 10/- (Rupees Ten) for seeking provisional admission only in case the result of qualifying examination is yet to be declared, as per **Appendix 3**.
- Application regarding age relaxation (if necessary).

Notes:-

- (a) ***The Original Certificates (except the admit card, medical certificate & Character Certificate) will be returned to the candidates after verification. The photocopies of these certificates, admit card (in original), medical certificate (in original) & Character Certificate) (in original) shall be retained.***
- (b) *In case of candidates seeking admission in MCA programme, marks sheets of all the years wise or semester wise for graduate programmes are required.*
- (c) *In case of candidates seeking admission to MCA/MCA(SE) programme, mark sheets of senior secondary school certificate (12th class) is also necessary.*
- (d) *In case any of the above document(s) is/are in any language other than Hindi/English, then authentic translation in English/Hindi shall have to be produced duly verified by the issuing institution/gazetted officer/(original and photocopy) by the candidate at the time of Counselling/ Admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission by the Admission Officer, for which only the candidate will be responsible.*
- (e) *In case the Degree/Certificate has been obtained from some University/Board of any other country then an equivalence certificate must be obtained from Association of Indian Universities (AIU) New Delhi prior to attending the counselling.*
- (f) ***For the candidate seeking Admission under reserved category i.e. Schedule Caste/Schedule Tribe certificate, wherever applicable. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. In case any candidate claims for the seat reserved for DSC/DST category than he has to bring SC/ST certificate issued by the Govt. of NCT of Delhi from the authorities competent to issue the same. (Please refer Para 7.2.3) The reservation certificate should be in the name of the candidate seeking admission. The reservation certificate in the name either of parents (Father/Mother) is not acceptable. The name and other particulars in the reservation certificate should be identical to that in CET form as well as in the 10th & 12th class certificates. Any variation in the name or other particulars in reserved category certificate may lead to refusal for admission by admission officer in the reserve category. In absence of reserved category certificate, the candidate will not be entitled for any provisional admission in reserved category on the basis of any undertaking.***

Notes:-

- (a) ***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.***

(h) In case of married woman applying to any course under reserved category has to produce the caste certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.

4. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before filling-up the verification slip at the time of 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 2012-13. If it is found at any stage during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.

5. **Fee Structure**

For University School of Studies

Programme	Amount payable at the time of Counselling/Admission
MCA(SE)	Rs.53,000/- (Rupees Fifty Three Thousand only)

For Govt. Institutions

Programme	Amount payable at the time of Counselling/Admission
MCA	Rs.40,000/- (Rupees Forty Thousand only)

For Self Financing institutions #

Programme	Amount payable at the time of Counselling/Admission
MCA	Rs.60,000/- (Rupees Sixty Thousand only)

- # The Institutes are further allowed to charge Rs. 1,000/- per student per annum as Students Activity fee and Rs. 5,000/- (one time payment-refundable) as Security Deposit over & above the Total Fee Payable (upto 31st August, 2012). Further, institute wise additional fee to be paid in the respective institutes is detailed in chapter-13 of Admission Brochure-II for the session 2012-13. The candidates are advised to submit balance fee in the concerned institute/college, which he/she got admission. As per the Order of Directorate of Higher Education, Govt. of NCT of Delhi issued by Secretary (Higher Education) on recommendations of State Fee Regulatory Committee vide Notification F.No. DHE-4(51)/2010-11/3544-59 dated 7.2.2012 for the session 2011-12 which is also uploaded on University website on 24.02.2012.

Further, it is informed that the revised notification for the session 2012-13 is yet to receive from Directorate of Higher Education and the students will have to pay the balance fee accordingly, as and when the order is issued.

Note:- Candidates Desirous of taking admission shall bring three separate Demand Drafts of Rs. 40,000 (Rupees Forty Thousand Only), Rs. 13,000 (Rupees Thirteen Thousand Only) & Rs. 7,000 (Rupees Seven Thousand Only) at the time of Counselling so that Demand Draft(s) of appropriate value may be deposited at the time of allotment of seat.

The college/institute (both Govt. As well self-financing institutes) will be exclusively responsible to ensure refund of the security deposit to all the students of their college/institutes, who complete their degree.

The college/ Institute (both Govt. as well self financing institutes) will also be responsible to ensure refund of the security deposit to any such students of their college/institute, who withdraws/cancels his/her admission any time during the programme.

6. **Seat Allocation**

For Reservation and Conversation of reserved seats: Please refer Chapter 11 & 12 of Admission Brochure-II, 2012-13.

7. **Vacancy Available for 2nd Counselling MCA/MCA(SE) will be displayed at the time of Counselling/ Admission.**


8. **Procedure for 2nd Counselling :**

- a. A candidate, who has taken admission at the time of 1st counselling, and then he / she withdraws his/her admission will not be considered for admission in the 2nd counselling.

- b. The Second Counselling will commence from rank one onwards for all categories / programmes 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.
- c. 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. **However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time provided he/she had not taken admission earlier.**
- d. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and time of 2nd counselling and where ranks lower than his rank have been offered the choice of change of programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
- e. Admission will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on University's Website. Parents/candidates are advised to check University's Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
- f. The students who take admission in 1st Counselling would be allowed to exercise the option to change the programme/institute in the 2nd Counselling within the ambit of the programmes/institutes included in the specific test code after depositing an additional sum of **Rs.5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time. If he/she does not report on the scheduled venue, date and time, then the right of change of programme/institute shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible.** No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.
- g. A candidate, who fails to exercise the option in person during 2nd Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
- h. **Further, the students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd counselling.**
- i. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling.
- j. The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Provisionally admitted candidates are further advised to carefully check suffix (p) to their enrolment number printed in the Admission Slip.
- k. The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only during the 2nd Counselling. While converting the seats during 2nd counselling, any unfilled seat 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.
9. **Open House Counselling**
Counselling on the Open Day will be held only if any seat(s) remains vacant till this date. The said seat(s) will be offered on this day to the qualified candidate(s) in order of merit as per his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

- a The rest of the procedure for Second Counselling shall remain the same as for the first counselling.
10. Candidates once enrolled in the University at the end of 2nd counselling will not be considered for admission through Management Quota.
11. **In case a candidate drops out after taking admission in the second counselling or thereafter, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second counselling only if he/she intends to pursue the programme.**
12. **Withdrawal of Admission during/after 2nd counselling.**
No request for withdrawal of admission will be entertained in respect of the students admitted in 2nd counselling. Any dropout/cancellation during/after 2nd counselling will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.
13. Academic Session will commence from **1st August 2012**. All the candidates who get admission in the 2nd counselling, shall report to University Schools on 1st August 2012 or on the day following the day of the admission.


(Col. P.K. Upmanyu)
Joint Registrar, (Academic)
Dated: 8/8/2012

F.No. IPU-7/Schedules of Counselling/MCA/2012/ 931

Copy to:

1. Controller of Finance, GGSIP University, for information.
2. Controller of Examination, GGSIP University, for information.
3. All Admission Officer(s)/official for information.
4. Joint Registrar (G.A.), GGSIP University with the request to make necessary arrangements.
5. Finance Officer, GGSIP University, with the 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
6. PRO, GGSIP University with a request to display Counselling/Admission schedule on the University's Notice Board (s).
7. Assistant Registrar, (Store) GGSIP University.
8. Assistant Registrar (Estate & Security), GGSIP University with the request for deployment of two security guards at counselling venue.
9. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
10. AR, VC Secretariat, GGSIP University for information to Hon'ble Vice-Chancellor.
11. PS to Registrar, GGSIP University.
12. General Secretary, Delhi Sikh Gurudwara Management Committee, Guru Govind Singh Bhawan, Gurudwara Rakab Ganj Sahib, New Delhi-110001, with the request to depute an official for verification of Sikh Minority certificates.
13. Bank Manager, Indian Bank, E/c, GGSIPU, Sector 16C Dwarka, Delhi-78
14. Academic Reception Counter.
15. EDP section of Academic Branch
16. Guard File.


(Geeta Mahajan)
Assistant Registrar, (Academic)