Online Counselling Procedure 2014-15

1. Submission of Counselling Participation Fee

1. Only CET qualified candidates can participate in the counseling process.
2. Candidate has to deposit Rs 1000/- as one time (non refundable) Counselling Participation Fee, as per schedule for each CET Code.
3. For depositing the Counselling Participation Fee, candidate has to enter CET details viz CET Roll No, Date of Birth and Mobile No. After submission of these details, the candidate will get three options of payment:
   a. Cash payment (challan will be generated and fee may be deposited through cash in any branch of Indian Bank)
   b. Net Banking of Indian Bank
   c. Net Banking of other Banks/Credit Card and Debit Card.

II. Registration

1. After confirmation of receipt of the Counselling Participation Fee, for the specific CET code for which the candidate has qualified and paid the counseling fee, candidate has to register within the Registration period notified on the website.
2. In case of Payment of Fee through Challan in Cash, candidate can register only after two working days of cash deposited in any branch of Indian Bank.
3. For Registration, candidate has to enter CET details (http://ipuadmissions.nic.in) and after authentication, the candidate has to enter his/her personal details /academic /contact details (with address, mobile no. & email ID). During the Registration process, the candidate will get log in ID and password.
4. In case the candidate has problems in registration or fails to register, he/she needs to report in person to the Helpdesk of the University with the relevant proof of depositing the Counselling Participation Fee before the end of the Registration period.
5. In case, the result of qualifying examination is awaited, the candidate needs to submit the required affidavit (on the Stamp Paper of Rs 10/- duly attested by the Notary Public) in the Admissions Branch of GGSIP University to get the permission for Registration.
6. Format for Affidavit can be downloaded from candidates log-in page.
7. All the candidates who have passed their qualifying examination from Distance / Open mode of Education will have to report in person to the Helpdesk of the University with the necessary proof of Study Centre issued from the University.

III. **Choice Filling**

1. After registration, candidate has to fill choices for admission, from the list of all possible combinations of all institutes and courses available in the order of his preference, during the choice filling period.
2. 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.
3. 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 as relevank link in ipuadmissions.nic.in.
4. 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.

IV. **Verification of Documents**

1. All Reserved Category (SC/ST OBC /DEF /PH/JKM/Sikh/MuslimMinority) candidates have to report physically to the GGSIP University for Verification of Documents as per schedule notified on the University website.

V. **Result/ Allotment of Seat**

1. Result can be checked by the candidate through his/her account login given during the registration process.
2. Candidate can print provisional allotment letter, if the seat is allotted to him/her.
3. Candidate can pay the admission fee against the provisionally allotted seat by any of three options which are same as in case of the Counselling Participation Fee.
   i. Through Cash
   ii. Through Net Banking of Indian Bank
   iii. Through Net Banking of other Banks, Credit Card/Debit Card.
4. Candidate can print Admission Fee Receipt, immediately after part payment of Academic Fee of Rs 40,000/- in case of option 3 (ii) & 3 (iii) and after two working days in case of option 3 (i).
5. In case the fee receipt is not available on the website after the time as mentioned in point 4, candidate is advised to contact Helpdesk of University to resolve the issue.

6. After any round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for up gradation, he/she has to freeze his allotted seat by clicking the freeze option available in his/her account in the counseling website within the specified time period.

7. If the candidate does not freeze the allotted seat, the next higher preference may be allotted to him/her automatically in the next round subject to availability of seats.

8. After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option. After applying online, he/she has to report to the GGSIP University physically with the relevant documents to seek withdrawal within the time schedule as mentioned on the website. In case, the candidate fails to report to the University within the stipulated time (as notified in a separate schedule), after applying online for withdrawal, his/her withdrawal will not be effective.

VI Reporting of Candidates

1. After all the rounds of seat allotment are over, the candidate, if allotted a seat and if he/she has made the part payment of Academic Fee of Rs 40,000/-, he can generate Provisional Admission Slip along with the Enrolment number.

2. The Candidate has to report and join the respective School/college with the Admission Slip as per schedule notified on the website.

Note:- In case of any enquiry candidates can send email to ipuadmissionsonline@gmail.com or contact Helpline Number :- 011- 25302167, 011-25302168, 011-25302169.

(Brig. P.K.Upmanyu)
Joint Registrar, (Admissions)