



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-78

F. No. IPU/Admissions/Counselling/2016/PGDWE/ 11762

Dated: 4/8/16

NOTIFICATION

SCHEDULE OF 2nd COUNSELLING/ADMISSION SESSION: 2016-17

FOR

PG Diploma in Women's Empowerment CET Code 164

Venue of Counselling: Guru Gobind Singh Indraprastha University,
Sector 16 C, Dwarka, New Delhi-110078.

The candidates must read the schedule so as to ensure their presence.

Verification of Documents and Allotment of Seats

Date	Category of Candidates	Time
08.08.2016	All qualified candidates 'irrespective of Region and Category' as per the rank below:- From Rank 1 onwards.	11:00 A.M
	Open House/ Spot Counselling (if required as per availability of seats and instructions given below).	12:00 Noon

Important Note: The candidates are being called subject to vacancies available and the University shall not be responsible for not conducting Open House/ Spot Counselling if all the seats get filled up, prior to Open House/ Spot Counselling. Though, the University is calling the candidates for the programme, this is to ensure that no seat remains vacant. However, this does not guarantee any admission, as admissions will be on merit basis subject to availability of vacancies.

The date mentioned for display of open house counselling schedule as 04.08.2016 at page no. 69 of Part A of Admission Brochure 2016-17 may please be ignored. Hence, no separate Schedule for Open House Counselling will be uploaded.

Important:

- Allotment of Seats will stop as and when the seats get filled up.
- The counselling will be subject to availability of vacant seats if any and in any category.
- The provision for reservation in OBC category is not applicable for Post Graduation/ Master level programmes.

I] Seat Allocation in Delhi and Outside Delhi Region

- a) 85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying examination from any College/Institute located in NCT of Delhi. These seats will be filled up through the merit /rank list of the respective CET Code prepared for Delhi Region candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres in Delhi will be considered as Delhi Region Candidates but the responsibility to provide proof of his/her study centre in Delhi will be of the candidate only.
- b) 15% seats are reserved for Outside Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/ Institute located outside Delhi. These seats will be filled up through the merit/rank list of the CET-2016 prepared for Outside Delhi Region Candidates. The candidates who have

passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centers outside Delhi will be considered as Outside Delhi Region Candidates but the responsibility to provide proof of his/her study centre outside Delhi will be of the candidate only.

Note:

1. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region.
2. **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice Versa:** Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa during the Open House Counselling (which will only be held if seats are vacant after 2nd Round of Counselling has been completed in the respective region).

II] Reservation Policy: The candidate seeking admission under reserved categories /classes in SC/ST/Def/PWD/KM must bring their reservation certificate in original along with the attested photocopy of the certificate for claiming seat against the reserved category. The reserved category certificate should be issued from the respective State/Region in which reservation is being claimed. The instructions for claiming seat in the respective category are given below and no deviation from the instructions will be entertained.

A. For Scheduled Castes and Scheduled Tribes:

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the second counselling of the reserved categories.

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

- i) District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
- ii) Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
- iii) Revenue Officer not below the rank of Tehsildar ;
- iv) Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy).

NOTE:

1. 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 the 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 the University, against the seats reserved for SC candidates if they are residents of Delhi, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
2. 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 candidate himself/herself and not in favour of respective parents/guardians.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.

4. However for Central Government Institutions, seat allocation is on all India basis among the category of seats including SC/ST.

B. Defence Category:

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 signed copy of the **Appendix I, Part B of Admission Brochure, 2016 (Uploaded on University Website)**. The reservation under Defence Category will be in the following order of priority:

PRIORITY I – Widows/ wards of Defence Personnel/ Para Military Personnel killed in action. Required Certificate: Proof in Original.

PRIORITY II - Wards of serving Defence personnel and ex-servicemen/ Para Military Personnel disabled in action. Required Certificate: Original disability certificate clearly indicating that the disability is attributable to Military Services.

PRIORITY III - Widows/ wards of Defence Personnel/ Para Military Personnel who died in peace time with death attributable to Military Service. Required Certificate: Original death certificate clearly indicating that the cause of death is attributable to Military Services.

PRIORITY IV - Wards of Defence Personnel / Para Military Personnel disabled in peace time with disability attributable to Military Service. Required Certificate: Original disability certificate clearly indicating that the disability is attributable to Military Services.

PRIORITY V - Wards of serving Defence personnel and ex-servicemen / Para-Military /Police Personnel who are in receipt of Gallantry Awards. Required Certificate Proof in Original.

1. Param Vir Chakra
2. Ashok Chakra
3. Sarvottam Yudh Seva Medal
4. Mahavir Chakra
5. Kirti Chakra
6. Uttam Yudh Seva Medal
7. Vir Chakra
8. Shaurya Chakra
9. Yudh Seva Medal
10. Sena, Nau Sena, Vayu Sena Medal

PRIORITY VI - Wards of Ex-serviceman (Defence Personnel only). Required Certificate: Original ex-servicemen Identity Card/ discharge book/ PPO (Pension Payment Order).

PRIORITY VII - Wards of serving personnel (Defence Personnel only). Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

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 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 as per **Appendix I in Part B of Admission Brochure, 2016 (Uploaded on University Website)** duly completed in original and signed by the competent authority which will become part of the Admission file.

Note:

1. Sena/ Nao Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
 - i. Sena Medal (G)/ Nao Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nao Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service.

However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.

2. The expansion of the defence category to paramilitary (for priority I to priority V) and the inclusion of police personnel for priority V is as per the policy of the Govt. of NCT of Delhi, notified through the order No.F 6(32)/CC/2012-13/166 dated 11-04-2013.

3. For admission to a seat reserved for Defence Category:

i) Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel or from the Home Ministry in case of Para-Military forces.

ii) The Children/ Widow of the officers and men of Armed forces including paramilitary personnel who died or disabled on duty must submit a certificate to that effect from the following authorities.

a) Secretary, Kendriya Sainik Board.

b) Secretary, Rajya/ Zila Sainik Board.

c) Officer-in-Charge, Record Office.

Note: A statement to the effect that "the death/ disability is attributed to military service" is required to be included in the certificate.

C) Persons With Disabilities (PWD):

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 counselling/ admission, which will certify that the applicant is fit for undergoing the said course, as per Appendix 2 in Part B of Admission Brochure, 2016 (Uploaded on University Website). Further, the notification of University no.F.No.IPU-7/Admissions/2016-17/10179 dated 10.06.2016 may also be referred regarding PWD candidates.

D) Jammu & Kashmir Migrants (JKM):

One seat, which will be supernumerary in nature, is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET-2016. 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. Since, the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled.

Clarification for Admissions in Reserved Category: Admission will be permissible to qualified candidates in any programme in the following conditions:-

- i. If Qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST categories, then admission is permissible under Delhi Reserved category.
- ii. 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.
- iii. If Qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST categories, then admission is permissible only under Delhi General category.

Important points:

- (a) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programme 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 untrue the admission to the programme shall be cancelled and the fees will be forfeited.
- (b) There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.9% marks in his/her qualifying examination, then it will not be rounded-off to 50%. Therefore, the candidate is not eligible for that programme where minimum requirement of marks is 50%. In case candidate for any reason fills the minimum percentage wrongly in verification form, he/she shall be exclusively responsible.

(c) Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

(d) For Result Awaited in final year or final semester or Compartment/ Supplementary Cases:

- i) All such candidates who have appeared in final year/final semester of Qualifying Examination/Compartment/Supplementary (irrespective of the outcome of their final result) will be provisionally admitted in the respective programmes. Further, such provisionally admitted candidates will have to fulfill his/her eligibility as per the eligibility laid down in the admission brochure, latest by October 15, 2016.
- ii) All such candidates whose result is awaited will have to submit an affidavit at the time of admission/ verification of document/allotment of seat on non-judicial stamp paper of Rs.10/- in the prescribed Performa. **Candidates/parents/guardians may further note that submission of false affidavit is a punishable offence.**
- iii) The candidate will have to submit the final result of qualifying degree proving his/her eligibility on or before October 15th, 2016 to their Concerned Dean, where the admission has been granted.
- iv) In case the candidate fails to submit his/her final result of qualifying degree in the manner as prescribed above to prove his/her eligibility on or before October 15, 2016, whatsoever the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited and under no circumstances he/she will be allowed to appear in the End Term Exam. If such an admitted student appears for the examination and even if the result of such students is declared, the candidature of such provisionally admitted candidates shall be cancelled and the result declared as null and void. No extension beyond October 15, 2016 shall be allowed by the university in any case.

III] 1) Age Limit:

- For all Post Graduate Programmes where entry qualification is graduation the age limit is 35 years.

2) Age Relaxation:

- The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme, if he/she is satisfied with the merit of the case. Candidates exceeding the upper age limit upto five years may provisionally apply. However, they would be required to submit to the satisfaction of the Admission Officer an explanation regarding the gap period, i.e., the details of the period spent by him/her after passing the qualifying examination to justify the relaxation. Such explanation should be in the form of an application to the concerned Admission Officer along with supporting documents (if any). Any relaxation of age beyond this shall be given by the Competent Authority of the University.
- The candidates desirous of applying for age relaxation should have the necessary approval from the Competent Authority of the University to avail the relaxation.
- If a candidate takes admission on the basis of a false age value, the admission of such a candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

IV] Fee Structure :[PGDWE]

S. No.	Fee Head	Amount (Rs.)
1.	Tuition Fee	52,000/-
2.	University Charges (per annum)	12,000/-
3.	Alumni Association Fee (one time non-refundable)	1,000/-

4.	Security Deposit (one time refundable)	5,000/-
5.	Counselling Processing Fee (one time non-refundable)	1,000/-
A.	Fee Payable (per year)	64,000/-
B.	Fee Payable (one time) at the time of admission	7,000/-
	Total Payable at the Time of admission	71,000/-

VI] Documents Required for Verification and Allotment of Seats:

- a) Bank Draft(s) of Rs. 71,000/- 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, CET Rank and CET Roll Number on the back of the Bank Draft(s).
- b) Four passport sized photographs (same as that in admit card).
- c) Admit Card of CET-2016 (in original) and CET Result.
- d) Copy of Admission verification form [Copy of Admission verification form (As per Appendix 4A in Part B of Admission Brochure 2016-17)].
- e) Proof of date of birth (Secondary School Marks Sheet & Certificate) (Original and Photocopy).
- f) **Marksheets/Certificates of qualifying examination:** The candidate will be required to bring the Original Certificates/Marksheets of all the year wise or semester wise in original alongwith 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:** 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 is given in Part-B in Admission Brochure 2016-17 (As per Appendix 6).
- i) **Reserved Category Certificate:** All reservation category candidates who are seeking admission in reserved category in SC/ST/Def/PWD/KM must bring their reservation certificate in original along with the attested photocopy of the certificate for claiming seat against the reserved category.
- j) **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 along with the attested photocopy, **not more than 6 (Six) months old.**
- k) Application regarding age or any other relaxation with necessary approval (if necessary).

VI] Admission Slip: Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling) by the candidate. No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. No representation regarding wrong allotment of seat will be entertained if the candidate leaves the venue without raising any discrepancy and no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.

VII] For Reservation and Conversion of reserved seats:

- a) The conversion of seats reserved for SC, ST, DEF, PWD to General Category shall be done only after completion of counselling for the reserved category.
- b) De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa: In the Offline Counselling, Seats reserved for Outside Delhi ST Category will be converted to Delhi Category and Vice versa during the Open House/ Spot Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counseling. Thereafter, seats remaining vacant shall be converted into general category.
- c) The Category Wise and Region Wise, Seat Matrix will be displayed at the time of Seats Allotment.
- d) **The students, who have been admitted during 1st counselling in any category will not be allowed to change their category in 2nd counselling.**

VIII] Instructions to be followed at the time of 2nd counselling 2016-17

- a) The students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 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) 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.
- e) 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.
- f) The conversion of seats reserved for SC, ST, DEF, PWD 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.
- g) **Withdrawal of Admission during/after 2nd counselling/ open house : No request for withdrawal of admission will be entertained in respect of the students admitted in 2nd counselling/ open house. Any dropout/cancellation during/after 2nd counselling/ open house will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.**
- h) **A candidate, who has taken admission at the time of 1st counselling, and then he withdraws his admission shall not be considered for admission in the 2nd counselling.**

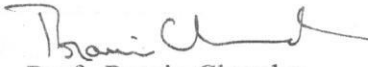
IX] Open House/ Spot Counselling

- a. Counselling on the Open/ Spot 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.

- b. 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.
- c. The rest of the procedure for 2nd Counselling shall remain the same as for the 1st counselling.
- d. **In case a candidate drops out after taking admission in the 2nd 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 2nd Counselling only if he/she intends to pursue the programme.**

X] **Vacancies for 2nd Counselling:** The resultant vacancies due to withdrawal(s) or any other reason(s) after 1st Counselling, will be notified during the conduct of 2nd Counselling.

XI] **Commencement of Academic Session 2016-17:** The Academic Session would commence w.e.f. 1st August, 2016. All the candidates who get admission in First Counselling must report to their respective Institutes/ University Schools as per schedule to be notified on the University website.


Prof. Pravin Chandra
Incharge (Admissions)

Copy to:

1. Controller of Finance, GGSIP University, for kind information.
2. Controller of Examination, GGSIP University, for kind information.
3. JR (Estate), GGSIP University with the request to depute two security guards on counselling venue.
4. 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.
5. PRO, GGSIP University with a request to display Counselling/Admission schedule on the University's Notice Board (s).
6. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
7. AR to Hon'ble Vice Chancellor, GGSIP University for information of the Hon'ble Vice Chancellor.
8. AR to Registrar, GGSIP University for information of the Registrar.
9. SO to Pro Vice Chancellor, University for information of the Pro Vice Chancellor.
10. Academic Branch Reception Counter.
11. EDP section of Admissions Branch.
12. Guard File.


Assistant Registrar
(Academic)