



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi 110078

No. IPU/Admissions/2016-17/B.Arch./ 11789

Dated: 5/8/16

NOTIFICATION

SCHEDULE OF 2ND COUNSELLING/ADMISSION

PROGRAMME B.ARCH [CET CODE-100]

ACADEMIC SESSION: 2016-17

All candidates who reported for verification of documents and their names are appeared in the merit list, displayed on 23.07.2016, in programme B.ARCH. (CET Code 100), shall only have to report **in person** for Verification of documents and Allotment of Seats at University Campus; on the date and time mentioned below as per their Category and Rank.

Date	Category of Candidates	Time
10.08.2016	All the candidates depicted in the Merit List, seeking admission against seats reserved for ' #JAMMU KASHMIRI MIGRANT (JKM) CATEGORY ' (subject to vacancy, if any).	11:00 A.M.
	All the candidates depicted in the Merit List, seeking admission against seats reserved for ' DELHI & OUTSIDE DELHI REGION- PHYSICALLY HANDICAPPED (PH)/PWD CATEGORY '	
	All the candidates depicted in the Merit List, seeking admission against seats reserved for ' DELHI & OUTSIDE DELHI REGION SCHEDULED TRIBE (DST & ODST) CATEGORY	
	All the candidates depicted in the Merit List, for seeking admission against seats reserved for ' DELHI OTHER BACKWARD CLASS (DOBC) CATEGORY ' (subject to vacancy, if any)	
	All the candidates depicted in the Merit List, for seeking admission against seats reserved for ' JAIN MINORITY ' CATEGORY Candidates (subject to vacancy, if any)	
	All the candidates depicted in the Merit List, for seeking admission against seats reserved for ' DELHI & OUTSIDE DELHI REGION DEFENCE (DDEF & ODDEF) CATEGORY ' as per the ' PRIORITY I, II, III, IV, V, VI & VII '	12:00 NOON.
	All the candidates depicted in the Merit List, seeking admission against seats reserved for- ' DELHI & OUTSIDE DELHI SCHEDULED CASTE (DSC & ODSC) CATEGORY	02:00 P.M.
	All the candidates depicted in the Merit List, seeking admission against seats reserved for- ' DELHI & OUTSIDE DELHI GENERAL (DGEN & ODGEN) CATEGORY ' as per Rank below:- • RANK 1 to 400	03:30 P.M.
11.08.2016	All the candidates depicted in the Merit List, seeking admission against seats reserved for- ' DELHI & OUTSIDE DELHI GENERAL (DGEN & ODGEN) CATEGORY ' as per Rank below:- • RANK 401 to 700	11:00 A.M.
	• RANK 701 to 900	02:00 P.M.
	• RANK 901 onwards	04:00 P.M.
	• Open House/ Spot Counselling (if required as per availability of seats and instructions given below).	04:30 P.M.

JKM seats for the B.Arch. programme are within the sanctioned seat intake and are not supernumerary. Hence, shall be converted to the Delhi General Category, if remained unfilled at the end of Reserved Category Counselling i.e. after 02:00 p.m. of 10/08/2016.

The candidates who had taken admission during the 1st counseling in a particular category shall not be allowed to change their category during the 2nd counseling.

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

Any candidate claiming seat against any reserved category shall be entitled for General/Open Category as per their merit in the respective region.

Any candidate who is not in possession of the valid category certificate, as per the rules of the University, shall not be given any seat in the reserved category and be allotted in the General/ Open Category in the respective region.

At the time of allotment of seats, eligibility in respect of educational certificates and entitled reserved category certificates shall once again be checked to ensure that the candidates' claim.

IMPORTANT:

- OBC Category seats are available only in Govt. College/ University Schools.
- Allotment of seats in B.Arch. programme will be done for the following colleges/institutes:
 - University School of Architecture & Planning, University Campus, Dwarka, New Delhi.
 - MBS School of Planning & Architecture, Sec – 9, Dwarka, New Delhi.
 - Vastu Kala Academy, 9/1 Aruna Asaf Ali Marg, New Delhi.
 - Delhi Technical Campus, 28/1, Knowledge Park III, Greater Noida.
 - Bhagwan Mahaveer School of Architecture, Jagdishpur, Near O.P. Jindal University, Sonapat, Haryana.
- Allotment of seat in Bhagwan Mahaveer School of Architecture (JAIN Minority Institute) will be done on All India Basis.

I. SEAT ALLOCATION IN DELHI AND OUTSIDE DELHI REGION:

Please refer clause 5.3, Chapter 5, Part A of Admission Brochure 2016-17, available on University website.

II. RESERVATION OF SEATS IN SC/ST/DEF/PWD/KM/OBC/MINORITY CATEGORIES:

All reservation category candidates who are seeking admission in reserved category in SC/ST/DEF/PWD/KM/OBC 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 in Chapter 6 of Part A of Admission Brochure 2016-17.

Note for candidates claiming reservation in reserved categories:

- 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/she 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.
- 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 in the reserved category.
- 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 or on the basis of any undertaking.



- Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents (mother/father)/ guardians.
- 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.

III. ELIGIBILITY:

Please refer Chapter 2, Part A of Admission Brochure 2016-17, available on University website.

Important points to remember:

It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission. Before filling-up the verification slip at the time of 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 2016-17. If it is found at any stage during the entire period of the programme that the candidate does not fulfill the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.

IV. 1) AGE LIMIT:

- For all Undergraduate Programmes, the age limit is 21 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.

V. FEE STRUCTURE

Name of the college/institute	Amount payable at the time of Counselling/Admission
University School of Architecture & Planning	#Rs. 71,000/- (Rupees Seventy One Thousand Only)
*Affiliated Colleges/ Institutes	#Rs. 41,000/- (Rupees Forty Thousand Only)

includes Rs. 1000 Counselling Participation fees.

* In case of Self Financing Affiliated Colleges/Institute, the balance fee is to be paid at the time of reporting in the allotted college.

VI. DOCUMENTS REQUIRED FOR VERIFICATION AND ALLOTMENT OF SEATS:

- a) Bank Draft(s) of amount Rs. 40,000/- + 30,000/- + 1,000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. This combination is advised so that

candidates give appropriate no. of demand drafts depending upon college opted by them. 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) Copy of Admission verification form (**Refer Appendix 4A, Part B of Admission Brochure 2016-17**).
- d) Proof of date of birth (Secondary School Marks Sheet & Certificate) (**Original and Photocopy**).
- e) **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.
- f) **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.
- g) **Physical Fitness Certificate**: All the students shall be required to submit a Medical Certificate indicating fitness from a Registered Medical Practitioner as per **performa of Medical Certificate given in Appendix 6, Part-B of Admission Brochure 2016-17**.
- h) **Reserved Category Certificate**: All reservation category candidates who are seeking admission in reserved category in SC/ST/DEF/PWD/OBC/KM must bring their reservation certificate in original along with the attested photocopy of the certificate for claiming seat against the reserved category.

JAIN MINORITY: Candidates claiming reservation in Jain Minority quota are required to submit a performa as given in Appendix 3A, Part-B of Admission Brochure 2016-17.

- i) **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**.
- j) Application regarding age or any other relaxation with necessary approval (if necessary).

VII. 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.

VIII. FOR RESERVATION AND CONVERSION OF RESERVED SEATS:

- a) The conversion of seats reserved to General Category shall be done only after completion of 2nd counseling. For details, please go through the Admission Brochure 2016-17.



- b) De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa: In the Offline Counselling, 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). 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 students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd Counselling.
- d) The Category Wise and Region Wise, Seat Matrix will be displayed at the time Seat Allotment.

IX. Procedure for 2nd Counselling/Admission:

- 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 as per their rank.
- 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 who take admission in the 1st counselling would be allowed to exercise the option to change the programmes/institute in the 2nd counselling within the ambit of the programmes/institutions included in the specific test code after depositing an additional sum of **Rs. 5000/- (Rupees Five Thousand Only)** in form of a fresh Demand Draft in favour of **Registrar, Guru Gobind Singh Indraprastha University payable at Delhi**.
- 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. 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.
- g. Further, the students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd counselling.
- h. 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.

- i. 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.
- j. The conversion of seats reserved for SC, ST, DEF, PH, 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.

X. 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.
- b. **In case a candidate drops out after taking admission in the second counselling/open house 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/open house counselling only if he/she intends to pursue the programme.**

XI. No Withdrawal of Admission during/after 2nd counselling/Open House Counselling:


- (a) No request for withdrawal of admission will be entertained of the students admitted in 2nd counselling/Open Counselling. Any dropout/cancellation during/after 2nd counselling/Open House 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.

Candidates may go through the Refund Policy, no. 10379 dated 21/06/16.

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

XII. Vacancy Available for 2nd Counselling will be displayed at the time of Counselling/ Admission.

XIII. The students shall report to their respective allotted college/institute on the next working day.


Prof. Pravin Chandra
Incharge (Admissions)

Copy to:

1. Dean, USAP, GGSIP University, for information and deployment of staff.
2. Controller of Finance, GGSIP University.

3. Controller of Examination, GGSIP University.
4. JR (Estate), with the request to deploy security guards for the counseling process.
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. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
8. AR to Vice Chancellor, GGSIP University, for information of the Hon'ble Vice Chancellor.
9. S.O. to Pro- Vice Chancellor, GGSIP University, for information of the Pro- Vice Chancellor.
10. AR to Registrar, GGSIP University, for information of the Registrar.
11. EDP (Admissions) Branch.
12. Guard File.


Assistant Registrar (Admissions)