

Guru Gobind Singh Indraprastha University
Sec 16 C Dwarka New Delhi 110078

F. No. IPU/Admissions/Counselling/2019-20/MAHERIT/13031

Dated: 2/8/2019

Master in Archaeology and Heritage Management (MAHM) &
Master in Conservation, Preservation and Heritage Management (MCPHM)
Programmes,
CET Code-141

SCHEDULE OF 1st OFFLINE COUNSELLING FOR ADMISSION SESSION 2019-20

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

1. The candidates must read the complete schedule and ensure their presence.

All the eligible (CET 2019 qualified) candidates, whose names appeared in the merit list prepared on the basis of CET, shall report in person for 1st Counseling for 'Verification of Documents' and for 'Allotment of Seats', at the venue of counseling on the date and time mentioned below as per their Category and Rank. Details are as below:

Verification of Documents and Allotments of Seats

Date	Category of Candidates	Time
For 'Verification of Documents' and 'Allotment of Seats' as per the ranks and region given below :-		
07.08.2019 Wednesday	All CET qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi Region - PWD Category (Subject to availability of seats)	11:00 A.M.
	All CET qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi Region - Defence Category (All Priorities i.e. 1 to 9) (Subject to availability of seats)	
	All CET qualified candidates seeking admission against seats reserved for Delhi and Outside Delhi Region - ST Category (Subject to availability of seats)	
	All CET qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi Region - SC Category (Subject to availability of seats)	
	All CET qualified candidates seeking admission against seats reserved for Delhi & Outside Delhi Region- Unreserved & Economically Weaker Sections (UR&EWS) (Subject to availability of seats)	
	All CET qualified candidates seeking admission against seats reserved for Outside Delhi General Category, as per Rank follows:	11:30 A.M.
	<ul style="list-style-type: none"> Rank 1 onwards (Subject to availability of seats) 	
All CET qualified candidates seeking admission against seats reserved for Delhi General Category, as per Rank follows:	2:00 P.M.	
<ul style="list-style-type: none"> Rank 1 to 20 (Subject to availability of seats) 		
<ul style="list-style-type: none"> Rank 21 onwards (Subject to availability of seats) 	3:00 P.M.	

13031
2/8/19

* Allotment on the horizontal Sub-Category seats shall be carried out as per the guidelines given in the following paras.

***Important:**

- A candidate belonging to any sub-category is also eligible to secure admission in General / Unreserved Category of his/her respective Region, purely on the merit of CET.
- The Defence and PWD reservation shall be in all categories in a horizontal manner. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR&EWS-DEF, UR-PWD, SC-PWD, ST-PWD and UR&EWS-PWD, remain vacant, they shall be reverted to the parent category during the 2nd Counselling.
- The conversion of seats reserved for SC, ST, etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion will be allowed during the 1st 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 reserved category seats will be effective.
- There shall be no reserved seats for OBC category candidates for Post Graduation / Master Level programmes; hence, they shall be eligible for allotment of seat in UR/GEN category or any other applicable sub-category of the candidate.
- The provision of reservation for the Economically Weaker Sections (EWS) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, it has been decided to provide reservation in admission subject to a maximum of 10% of the total seats.
- Allotment of Seats will stop as and when the seats get filled up.

2. Seat Allocation in Delhi and Outside Delhi Region

For clarification on Region i.e. Delhi or Outside Delhi, candidates may please refer to the Chapter 5: 'Seat Allocation', Part-A, Admission Brochure 2019-20.

Note:

- i. 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.

3. Reservation Policy

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2019-20 and as notification issued by the GGSIP University from time to time in this regard.

4. **Eligibility Criteria for Programme MAHM / MCPHM, CET Code-141**

The candidates eligible to apply for the Master Degree Courses should be a Graduate (3 years degree course) in any subject of Humanities, Commerce or Sciences. The student must be a graduate from an Indian or recognized foreign university or have passed an examination recognized as equivalent to a degree and possesses such other qualifications as may be prescribed by the University from time to time.

5. **Fee Structure for Programmes MAHM / MCPHM, CET Code-141**

S. No.	Fee Head	Amount (Rs.)
1.	Institute Fee	23,200/-
2.	Counselling participation fee (one-time non-refundable)	1,000/-
Total Payable at the time of admission		24,200/-

Balance fees, if any, shall be paid by the candidate directly in the respective allotted University School/Affiliated College, after allotment of seat.

6. **Documents Required for Verification and Allotment of Seats:**

- a) Bank Draft(s) of Rs. 24,200/- in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his/her 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) Two passport sized photographs (same as that in admit card).
- c) CET-2019 Admit Card in original and CET 2019 Result.
- d) Copy of Admission Verification Form (Copy of Admission verification form as per Appendix 4A in Part B of Admission Brochure 2019-20.)
- e) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- f) Mark-sheets / Certificates of qualifying examination:
The candidate will be required to bring the Original certificates/Mark-sheets of all the year wise or semester wise in original along with 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 in given in Part-B in Admission Brochure 2019-20 (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 / UR&EWS must bring their reservation certificate in original along with the self attested photocopy of the certificate for claiming seat against the reserved category. The Defence Category candidates, in addition, shall also bring Appendix 1 duly completed. The Appendices are available in Part B of Admission Brochure 2019-20.

- 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, not more than 06 (six) months old.
- k) Application regarding age or any other relaxation with necessary approval (if necessary).
- l) Candidates having Result awaited or compartment / supplementary cases are not eligible for admission.
- m) The candidate claiming reservation against UR&EWS category must produce certificate issued by the Competent Authority at the time of verification of documents and allotment of seat.

7. Seat Matrix: To be displayed at the time of counseling.

Note:


1. If the seats of these sub-categories (i.e. UR-DEF, SC-DEF, ST-DEF, UR&EWS-DEF, UR-PWD, SC-PWD, ST-PWD and UR&EWS-PWD, remain vacant during the first counselling, they shall be again offered to these sub category candidates prior to reverting those seats to the respective parent category during the 2nd Counselling only.
2. The students, who have been admitted during 1st counselling, in any category, will not be allowed to change their category in the subsequent counselling.

8. Withdrawal of Admission

All the refund applications shall be processed in accordance with the Refund Policy 2019-20, notified in Part D (Chapter 15) of Admission Brochure 2019-20. The same is available on University website www.ipu.ac.in. All the candidates are requested to note the same and withdrawal will be carried out accordingly.

Date of Withdrawal is 10/08/2019. The refund shall be processed as per the notified Refund Policy 2019-20 of the University. All the requests for withdrawal of admission, shall mandatorily be submitted in the prescribed format available in Part B, Admission Brochure 2019-20, (Appendix-8). The same shall be submitted in the Admissions Branch,

Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi - 110078. A proper receipt for withdrawal will be issued in lieu thereof. It is once again informed that the request for withdrawal has to be made in the Admissions Branch, GGSIPU only and in the prescribed format necessarily.


(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Controller of Finance, GGSIPU, for kind information.
2. Controller of Examinations, GGSIPU for kind information.
3. Finance Officer, GGSIPU 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.
4. PRO, GGSIPU with a request to display Counselling / Admission Schedule on the University's Notice Board (s).
5. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
6. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
7. AR to Registrar, GGSIPU for information of Registrar.
8. EDP section of Admissions Branch.
9. Guard file.


Assistant Registrar (Admissions)