



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-78

F.No. IPU-7/Schedule of Counselling/ADCGC/2019/ 14053

Dated: 4-9-2019

SCHEDULE OF 2nd COUNSELLING/ADMISSION 2019-20

Advanced Diploma in Child Guidance and Counselling (ADCGC)-CET Code 175

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

The candidates must read the complete schedule and ensure their presence

1. The CET qualified candidates, whose names appeared in the merit list, drawn on the basis of CET-2019, shall report **in person** for 2nd Counselling for 'Verification of Documents' and Allotment of Seats' at the venue for counselling on the date and time mentioned below, as per their Category and Rank. Details are as below:

Date	Category of Candidates	Time
09.09.2019 Monday	All CET qualified candidates seeking admission against seats reserved for 'PHYSICALLY HANDICAPPED (PwD/PH)' irrespective of region From Rank 1 onwards	11:30 am
	All CET qualified candidates seeking admission against seats reserved for DEFENCE Under defence priority (I to IX) irrespective of region From Rank 1 onwards	
	All CET qualified candidates seeking admission against seats reserved for 'SCHEDULED TRIBE (ST)' category irrespective of region From Rank 1 onwards	
	All CET qualified candidates seeking admission against seats reserved for 'SCHEDULED CASTE (SC)' category irrespective of region From Rank 1 onwards	12:00 noon
	All CET qualified candidates seeking admission against seats reserved for 'GENERAL (GEN)' category irrespective of region From Rank 1 to 50	02:00 pm
	All CET qualified candidates seeking admission against seats reserved for 'GENERAL (GEN)' category irrespective of region From Rank 51 onwards	03:00 pm

Admission shall be carried out on All India Basis as mentioned in clause 6.2, Chapter 6, Admission Brochure for Diploma programmes for the Academic Session 2019-20.

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.
 - For Institutions funded by the Central Government, the seats are allocated on an All India Basis with reservation as (SC: 15%, ST: 7.5%). The defence (5%) and PWD (5%) reservation shall be in all categories in an horizontal manner.
 - Allotment of Seats will be stop as and when the seats get filled up.
 - The provision for reservation in OBC category is not applicable for Post Graduation / Master Level programmes. However, the OBC category candidates shall claim seats in General Category in the order of their rank as per merit, as per their respective regions.
2. Seat Allocation in All India Region

For clarification on Region i.e. candidates may please refer to the Chapter 5: 'Seat Allocation', Admission Brochure for Diploma programmes, Academic Session 2019-20.

3. **Reservation Policy**

Candidates shall please refer to the Chapter 6: 'Reservation Policy', Admission Brochure for Diploma programmes for the s Academic Session 2019-20.

4. **ELIGIBILITY CRITERIA FOR ADMISSION**

1. Any recognized Master's Degree in Social Work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education. Or,
2. M.Ed. from recognized. Or,
3. Any recognized Bachelor's Degree in Social work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education with minimum 05 years of experience of working with children. Or,
4. B.Ed. from recognized University with minimum 04 years of experience of working with children.

The candidate must also have studied English (Elective / Core / Functional) (01 paper) at 10+2 level or higher.

Admission Criteria:

1. Admission shall be on the basis of the merit of the written test / CET.

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

- a) Bank Draft(s) of Rs. 41,000/- (including Rs. 1,000/- Counselling Processing / Participation Fee (one time non-refundable) is required at the time counselling 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). Balance fee (if applicable) shall be paid by the candidate at the allotted institute.
- b) Four passport sized photographs (same as that in admit card)
- c) CET Rank Card of CET-2019
- d) CET Admit Card (in original) 2019
- e) Experience Certificate (original), if applicable.
- f) Copy of Admission verification form (Copy of Admission verification form as per **Appendix 4A in Part B of Admission Brochure 2019-20.**)
- g) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy)
- h) **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.

i) **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.

j) **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).**

k). **Reserved Category Certificate:**

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD 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 to all the documents, shall also bring Appendix 1 duly completed. The appendices are available in Part B of Admission Brochure 2019-20.**

- l). **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.
- m). Application regarding age or any other relaxation with necessary approval (if necessary).
- n). 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.
- o). The candidate claiming reservation against EWS category must produce certificate issued by the Competent Authority at the time of verification of documents and allotment of seat.
6. 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 verification of documents/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 2019-20. 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 his/her and entire fee will also be forfeited.
7. The Category/Sub Category and Region wise Seat Matrix for the Academic Session 2019-20 will be displayed at the time of allotment of seats at the Counselling Venue.
8. Instructions to be followed at the time of 2nd Counselling 2019-20
- (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 1 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 1st Counselling will also be permitted to attend 2nd Counselling against the resultant vacancies.
- (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 conversion of seats reserved for SC, ST, DEF, PH, etc. to General Category, shall be done only after completion of 2nd Counselling for the reserved category in

case of offline counselling. However, while converting the seats during 2nd Counselling, any unfilled seat(s) reserved for ST Category will be offered first 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:


Open House Counselling/Spot Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) on order of merit. A counselling processing fee of Rs.1,000/- shall have to be paid by all the eligible candidates to participate in Open House Counselling, who have not allotted any seat in previous rounds of counselling.

10. Withdrawal of Admission

The refund of fee shall be processed as per the notified Refund Policy given in Part D in Admission Brochure 2019-20 of the University the same is uploaded on University website www.ipu.ac.in. 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.

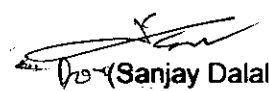
Note: The candidate who has withdrawn after 1st round of counselling will be allowed to take admission during Open House Counselling.

NOTE- For details, Candidates are requested to go through the Admission Brochure for Academic Session 2019-20 regarding Diploma Programmes


(Dr. Nitin Malik)
Joint Registrar (Admissions)

Copy to:

1. Controller of Examination, GGSIP University, for information.
2. Controller of Finance, GGSIP University, for information and request to depute an official to collect Demand Draft (s).
3. PRO, GGSIP University with a request to display Counselling/Admission schedule on the University's Notice Board(s).
4. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
5. Principal / Director, National Institute of Public Cooperation and Child Development Delhi.
6. Assistant Registrar to Vice-Chancellor Sect., GGSIP University for information of Hon'ble Vice-Chancellor.
7. AR to O/o the Registrar, GGSIP University for information of Registrar.
8. Bank Manager, Indian Bank, GGSIP University for information.
9. Guard File.


(Sanjay Dalal)
Section Officer (Admissions)