



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

F. No. IPU/Admissions/Counselling/2019-20/MAHERIT/ 13706

Dated: 26/8/19

SCHEDULE OF 2nd COUNSELLING/ADMISSION SESSION 2019-20

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

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. 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 2nd 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 :-		
30.08.2019	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: • Rank 1 onwards (Subject to availability of seats)	11:30 A.M.
	All CET qualified candidates seeking admission against seats reserved for Delhi General Category , as per Rank follows: • Rank 1 to 20 (Subject to availability of seats) • Rank 21 onwards (Subject to availability of seats)	2:00 P.M. 3:00 P.M.

* 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:

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.

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.

Note: Result of qualifying examination to fulfill the eligibility criteria for admission in a specific programme of study (as specified in admission brochure) for the admissions to the University must be declared on or before the grant of admission to the candidate.

5. Documents Required for Verification and Allotment of Seats:

- a) Bank Draft(s) of Rs. 28,200/- (including Rs. 1000/- (including Counselling Processing Fee, one time non-refundable) in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. The candidate will write his/her name, date of admission, contact number, address, name of the programme, CET Rank and CET Roll Number on the back of the Bank Draft(s). Balance fee, if any, has to be paid at the institute.
- b) The students who take admission in 1st Counselling would be allowed to exercise the option to change the programme in the 2nd Counselling within the ambit of the programmes included in the specific CET Code after depositing an additional sum of **Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi.** However, this change of programme will be allowed only if the candidate reports on the scheduled venue, date and time. If he/she does not report on the scheduled venue, date and time, then the right of change of programme shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible.
- c) Two passport sized photographs (same as that in admit card).
- d) CET-2019 Admit Card in original and CET 2019 Result.
- e) Copy of Admission Verification Form (as per Appendix 4A in Part B of Admission Brochure 2019-20).
- f) Proof of date of birth (Secondary School Mark-sheet & Certificate) (Original and Photocopy).
- g) 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.
- h) 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.

i) 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).

j) Reserved Category Certificate:

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD / 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.

k) 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.

l) Application regarding age or any other relaxation with necessary approval (if necessary).

m) Candidates having Result awaited or compartment / supplementary cases are not eligible for admission.

n) 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.

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

Note:

I. 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.

II. The students, who have been admitted during 1st counselling, in any category, will not be allowed to change their category in the subsequent counselling.

7. Instructions to be followed at the time of 2nd counseling 2019-20:

a) The students, who have been admitted during 1st counseling 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 1st Counselling will also be permitted to attend the 2nd 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 conversion of seats reserved for SC, ST, DEF, PWD, Minority, 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.**

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e) **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 for the programmes for which offline counseling will be done 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). Thereafter, seats remaining vacant shall be converted into general category.

8. **Open House Counselling:**

Open House Counselling/ Spot Counselling: 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. The seat(s) shall be offered to the qualified candidates in order of merit irrespective of his/her region provided he/she has reported for counselling on that day. A counselling processing fee of Rs. 1000/- 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.

9. **Withdrawal of Admission during/after 2nd counselling:**

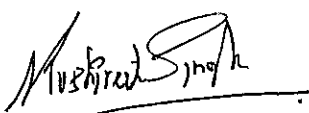
The refund of fee shall be processed as per the notified Refund Policy given in Part D in Admission Brochure 2019-20, of the University. The same is uploaded on University website www.ipu.ac.in. A candidate, who has taken admission at the time of 1st counselling, and then he withdraws his admission, shall not be considered for admission in the 2nd counselling.

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

(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. Bank Manager, Indian Bank, GGSIPU for appropriate as per point no. 6(a) & (b).
6. In-charge, UITS, with the request to upload the schedule of Counselling on University's website.
7. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
8. SO to Pro Vice Chancellor, GGSIPU for information of Pro Vice Chancellor.
9. AR to Registrar, GGSIPU for information of Registrar.
10. EDP section of Admission Branch.
11. Guard file.


Assistant Registrar (Admissions)