



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A State University established by the Govt. of NCT of Delhi)
Sector-16-C, Dwarka, New Delhi-110078

No. IPU-7/DI(Academic)/ Online Counselling/2024/ 550

Dated: 02/07/2024

MBA(CMAT 2024)/ MBA(CET 2024)

COMMENCEMENT OF ENROLMENT FOR CENTRALIZED ONLINE COUNSELLING PROCESS FOR ADMISSION IN PROGRAMMES MBA (CET CODE 101) ON THE BASIS OF CMAT 2024 & CET 2024 AND

ONLINE VERIFICATION OF DOCUMENTS OF RESERVED CATEGORY CANDIDATES FOR ACADEMIC SESSION 2024-25

PROGRAMME:

Sl. No.	Code	Name of Programme
1.	101	MBA Programmes (Through CMAT 2024 & CET 2024)

The Schedule of Commencement of Enrolment for Centralized Online Counselling process for admission in Programmes MBA (CET CODE 101) on the basis of CMAT 2024 & CET 2024 and ONLINE VERIFICATION OF DOCUMENTS OF RESERVED CATEGORY CANDIDATES FOR ACADEMIC SESSION 2024-25 is mentioned as below:

S. No.	Score/ Merit of Exam.	Category	Activity	Starting Date	Closing Date
1.	CMAT 2024	a) Candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non-Refundable)].	Such candidates are required to Enrol for Centralized Online Process for Counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card.	05.07.2024 (11:30 a.m. onwards)	17.07.2024 (upto 05:00 p.m.)
		b) In respect of candidates WHO HAVE NOT filled Online Application Form of GGSIPU earlier as per notified dates.	Such candidates are required to register and pay the online application fee of Rs.1,500/- (Non-Refundable); Enrol for Centralized Online Process for Counselling ALONG WITH Counselling Participation Fee of Rs.1,000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card.	05.07.2024 (11:30 a.m. onwards)	17.07.2024 (upto 05:00 p.m.)
2.	CET 2024	a) Candidates who have already filled Online Application Form of GGSIPU and paid the requisite fee of Rs.1500/- (Non-Refundable)] and whose name exist in the Common Merit List	Such candidates are required to Enrol for Centralized Online Process for Counselling and pay the Counselling Participation Fee of Rs. 1000/- (Non- Refundable) through Net Banking/Credit Card and Debit Card.	05.07.2024 (11:30 a.m. onwards)	17.07.2024 (upto 05:00 p.m.)

Online Verification of documents for Reserved category candidates to be done by GGSIP University

3.	CMAT 2024 & CET 2024	<p>Online Verification of documents for Reserved category candidates to be done by GGSIP University who have successfully registered and paid the requisite fees: (Candidates may refer chapter 6:Reservation Policy of Admission Brochure 2024-25 available on website of university)</p> <p>Online Verification of entitlement documents to claim benefit of Reserved Category of Registered Candidates who have paid Counselling Participation fees (i.e. SC/ ST/ OBC /JKM/ PWD/ DEFENCE/JAIN MINORITY/ SIKH MINORITY/ EWS /MUSLIM/ARMY).</p> <p>The Candidate claiming benefits under reserved category have to upload the relevant supporting documents duly issued by Competent Authority, if not uploaded earlier. Reservation Certificate (i.e. SC/ ST/ OBC/ JKM/ PWD/ DEFENCE/ JAIN MINORITY/ SIKH MINORITY/ EWS / MUSLIM/ ARMY).</p> <p>For More Details candidates are advised to refer Admission Brochure 2024-25.</p>	10.07.2024	19.07.2024 (upto 05:00 p.m.)
4.	CMAT 2024 & CET 2024	The detailed procedure/ Schedule to be followed after verification of documents shall be notified after 19.07.2024.		

1. GENERAL INSTRUCTIONS:

- (a) Sufficient time is being given for registration; therefore, all the aspirants are requested to register themselves, for Enrollment for Centralized Online Process for Counselling without fail as no fresh registration will be opened in subsequent rounds of online counselling till commencement of Registration for SPOT Round Online Counselling, Unless until, otherwise, decided by the Competent Authority of GGSIPU.
- (b) The candidates must read the conditions of eligibility for admission as given in the Admission Brochure for 2024-25 carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the Counselling Participation Fees.
- (c) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes they seek admission; the correctness of the details filled with respect to Region; Category or any other such details for allotment of seat and Bank detail in which amount to be refunded in case of withdrawal of admission. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
- (d) In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for either submission of online application or any other activity during the last minute.
- (e) 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 CMAT 2024/ CET 2024.

2. REGISTRATION AND SUBMISSION OF COUNSELLING PARTICIPATION FEE:

- (a) Candidate have to Enrol for Centralized Online Process of Counselling and have to deposit a fee Rs 1000/- plus charges as applicable, as one time (NON REFUNDABLE) Counselling Participation Fee, as per the schedule for each CET Code. The taxes and charges applicable have to be paid by the candidate and are non-refundable.
- (b) For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <https://ipu.admissions.nic.in> and select the option for payment. Net Banking /Credit Card and Debit Card.

- (c) The candidates are required to check the status of Enrolment for Centralized Online Process for Counselling / Counselling Participation Fee payment on the website (<https://ipu.admissions.nic.in>) and must take the printout of online fee confirmation receipt with the transaction details, to be retained for all future reference.
- (d) Candidates are advised in their own interest to complete the process of fee submission online much before the closing date and not to wait till the last minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet/website.
- (e) If the fee is paid through credit/debit card and status is not 'OK', it means the transaction got cancelled and the amount will be refunded to concerned credit/debit card. Such candidates have to pay the fee once again.
- (f) In case of any problem regarding payment of Registration/ Counselling Participation Fee, non availability of fee confirmation receipt on the website within the specified time as mentioned in point 4, candidate can contact Facilitation Centre of University to resolve the issue.
- (g) Enrolment for Centralized Online Process of Counselling and payment of Counselling Participation Fees is just a part of the counselling process; the same does not entitle the candidate for admission.

3. IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION:

- I. **Clarification for Admissions in Reserved Category:** Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - (a) 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.
 - (b) 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.
 - (c) 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 for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST reservation
 - (d) Candidates claiming seat in Delhi "Region" must have passed the qualifying examination (i.e.10+2/Graduation) from any of the institutes/ Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and candidate will automatically lose the right to the seat in his bonafied region.

- II. There shall be horizontal reservation irrespective of region for the Sub-Category PWD and Defence.

Categorization of Categories

GENPWD/GENDEF/OBCPWD/OBCDEF/SCPWD/SCDEF/STPWD/STDEF

- (a) 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 NLT/CET.
 - (b) The Defence and PWD reservation shall be in all categories in a horizontal manner. If the seats of these sub-categories remain vacant, they shall first be reverted to the parent category during conversion round.
- III. In reference to Chapter 6 of Admission Brochure 2024-25 and University Notification no. 16 dated 15.07.2020 as uploaded on the website i.e. www.ipu.ac.in and www.ipu.admissions.nic.in , and in continuation to 3(a) above, also the candidates are hereby informed that Scheduled Caste, 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 of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will only be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.

- IV. It is mandatory for the candidates to upload the required reserved categories certificate (s) at the time of the Online Registration or at the time of Online Enrolment for participation in Centralized Counselling for claiming admission in a reserved category seat and under no circumstances the request of the candidate shall be entertained for considering his/her candidature in reserved category without bonafide certificate uploaded. It is re-iterated that 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.
- V. (a) 27% seats are reserved only for candidates holding "OBC CERTIFICATE (DELHI)" digitally signed and OBC Certificate issued to original residence of Delhi prior to 1993 belonging to the list of OBC castes in Delhi issued by Competent Authority of Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued for "Applying for appointment to Post under Govt. of India" or issued by any other state government will not be accepted under any circumstances. "OBC CERTIFICATE" issued by a Competent Authority of Delhi to an individual on the basis of OBC Certificate of his/her parents from another state will not be accepted for claiming a seat under OBC Category. Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2024. It is mandatory to submit the Non Creamy Layer Certificate issued after 31st March, 2024 for claiming Reservation against OBC Category.
- (b) The OBC reservation shall be applicable only to Undergraduate programmes of studies (except PGMC) within Government Institutes. No OBC reservation shall apply to post-graduation or higher level programmes of studies and in Self financing Institutes.
- (c) However for Central Government Institutions, seat allocation is on All India basis among the category of seats including OBC and for such reservation the certificate issued should be as per the central list of OBC and the noncreamy layer certificate should be issued after 31st March, 2024.
- (d) Where OBC caste Certificate is issued on or before 31.03.2024, in that case, Candidates must upload a valid OBC-NCL certificate along with OBC certificate. The OBC NCL Certificate should be mandatorily be issued on or after 01.04.2024 and should be in consonance with OBC certificate uploaded.
- VI. To claim Defence Category the candidates are mandatorily required to upload Appendix 1 i.e. **UNDERTAKING FOR DEFENCE CATEGORY** of Part F (uploaded on the University Website as UG/PG Appendices) duly completed in original and signed by the Competent Authority.
- VII. All the candidates who furnish PWD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of 'The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and Outside Delhi seats (based on the location of their qualifying exam).
- VIII. To claim Minority the candidates are required to upload Appendix 3(A) i.e. **UNDERTAKING FOR SEEKING ADMISSION IN MINORITY QUOTA** For Academic Session 2024-25 of Part F (uploaded on the University Website as UG/PG Appendices) duly completed in original and signed by the Competent Authority. Candidates belonging to SIKH minority will also submit appendix 3(B) or equivalent certificate issued by Delhi Sikh Gurdwara Parbandhak Committee.
- IX. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be uploaded by the candidates at the time of online registration for counselling/ admission.
- X. To claim ARMY benefit specifically to get admission in Army Institute, candidates, in addition to Appendix 1 are also required to upload Appendix 9(A)/9(B)/9(C) of Part F, whichever is applicable.
- XI. Reservation for EWS category is applicable only in University School of Studies and Govt. Colleges affiliated with GGSIPU. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable. Reservation for EWS category is applicable for Un-reserved Category Candidate only. Candidates claiming reservation for SC/ST/OBC Category will not be

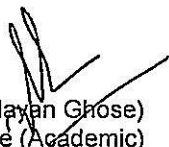
considered for reservation under EWS Category. EWS Certificate should be issued after 31st March, 2024 stating valid for year 2024-25

- XII. At the time of document verification, if the document verification officer raises any query, the candidate must respond in online mode (through candidate portal) within the stipulated time. Failure to respond to the query (ies) on time will lead to forfeiture of his/her right to claim reserved category and shall be considered as a General Category Candidate for allotment of seat.
- XIII. It is the sole responsibility of the candidate to check the online portal at regular intervals of time and respond to queries (if any) without fail within the stipulated time.
- XIV. Reserved Category Candidates who fail either to upload documents as per notified schedule or whose documents are not in order will forfeit his/her right for the reserved category entitlement and will automatically be converted to General Category as per University rules.
4. It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programmes 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 false the admission to the programme shall be cancelled and all the fees paid will be forfeited.
5. In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for either submission of online application or any other activity during the last minute.
6. In case of refund of fee/withdrawal of admission, amount after deduction will be refunded to the candidate in the bank details as filled by themselves during online registration. No request for change of bank details will be entertained at later stage.
7. Candidates are advised to keep their login credentials, i.e. login Id and password, strictly confidential to avoid any misuse /fraudulent activity at any stage during the counselling process.

IMPORTANT NOTE:

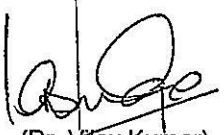
The candidate seeking admission under above mentioned reserved categories has to mandatorily upload/produce the caste/category certificate in his/her name at the time of Enrollment for Online Centralized Counselling. The certificate in the name of either of the parents (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seats, even on the basis of any undertaking. For more details please refer Admission Brochure 2024-25.

In addition to above, it is to inform all the candidates that the rest of the terms and conditions shall remain same, as notified in the PG Admission Brochure 2024-25. Hence, candidates are advised to refer PG Admission Brochure 2024-25 for more details and visit the University website www.ipu.ac.in and www.ipu.admissions.nic.in for regular updates.


(Prof. Udayan Ghose)
Director, In-Charge (Academic)

Copy to:

1. Controller of Finance, GGSIP University, for information.
2. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
3. AR, Registrar, GGSIP University, for information of Registrar.
4. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
5. Guard File.


(Dr. Vijay Kumar)
Deputy Registrar (Academic)