

Notification No. II/2024



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A STATE UNIVERSITY ESTABLISHED BY GOVT. OF NCT OF DELHI"

SECTOR-16 C, DWARKA DELHI – 110078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

F. No. IPU-7/ USEM/Offline Counseling/2024/

Dated: 16.08.2024,

SCHEDULE OF 2<sup>nd</sup> COUNSELLING/ADMISSION SESSION: 2024-25

**Certificate Course on Urban Green Space Management (CCUGSM, CET Code: 200),  
Certificate Course in Indian Heritage and Environmental Sustainability (CCIHES, CET  
Code 201) & Certificate Course in Biodiversity, Applied Ecology and Conservation  
(CCBAEC, CET Code 202) : OFFLINE COUNSELLING**

Counseling Date: 21.08.2024 (9:00 AM onwards)

CCUGSM	:	10:00 AM to 1:00 PM
CCIHES	:	1:00 PM to 3:00 PM
CCBAEC	:	3:00 PM to 5:00 PM

(Reporting of candidates for verification of documents : 01 Hour before the scheduled time, as above.)

Venue of Counselling: Room NO. AFR 104, A Block, First Floor,  
University School of Environment Management (USEM)  
Guru Gobind Singh Indraprastha University,  
Sector 16 C, Dwarka, New Delhi-110078.

1. Counseling for CCUGSM, CCIHES & CCBAEC programme will be held in two phases i.e. 1<sup>st</sup> Phase (Verification of documents) and 2<sup>nd</sup> Phase (allotment of seats). The candidate must read the schedule for the phases to ensure their presence for both.
2. All qualified candidates who have registered in GGSIPU for Academic Session 2024-2025 and all the qualified candidates whose name appeared in the merit list drawn on the basis of marks obtained in Qualifying Examination shall report in person for 01<sup>st</sup> counseling for **Verification of Documents** and **"Allotment of seats"**, at the venue of counseling, on the date and time mentioned below, as per their category and rank.

**PHASE I: Document Verification for qualified candidates & preparation of merit list**

Date	Category of Candidates	Time
21.08.2024 (Wednesday)	All qualified candidates seeking admission against seats for All the Categories (SC/ST/PWD/DEFFENCE/GENERAL/EWS).	01 Hour before the scheduled 2 <sup>nd</sup> Phase of Counselling.

**Note:** Candidates are advised to submit his/her score and self attested copy of qualifying examination Marksheet i.e., Graduation for CCUGSM and 10+2 (Senior Secondary) for CCIHES & CCBAEC on the email [dean.usem@ipu.ac.in](mailto:dean.usem@ipu.ac.in) before 20.08.2024 at (05:00 PM). The candidate who could not submit his/her qualification examination marksheet on email, can also submit his/her marksheet on the spot before 01 Hour of the scheduled 2<sup>nd</sup> phase of counselling.

Merit list of valid and qualified candidates who reports for verification of documents on 21.08.2024 for the abovementioned Certificate Courses will be displayed at the commencement of 2<sup>nd</sup> Phase of Counselling tentatively.

**PHASE II: Allotment of Seats**

Date	Category of Candidates	Time
21.08.2024 (Wednesday)	All qualified candidates seeking admission against seats for All Categories (SC/ST/PWD/DEFENCE/GENERAL/EWS)	Upto 30 Minutes from the start of 2 <sup>nd</sup> Phase of Counselling

**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.
  - *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-PWD, SC-PWD & ST-PWD remain vacant, they shall be reverted to the parent category during the 3<sup>rd</sup> Counselling.*
  - There shall be no reserved seats for OBC category candidates for Post Graduation/Master Level Programme; hence, they shall be eligible for allotment of seat in UR/GEN category or any other applicable sub-category of the candidate.
  - Allotment of Seats will stop as and when the seats get filled up.
3. **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 2024-25 available at <http://www.ipu.ac.in/Adm2024brs/adm24brPG310124.pdf>.
4. **Reservation Policy**  
Candidates shall please refer to the Chapter 6: 'Reservation Policy', Part-A, Admission Brochure 2024-25.
5. **Eligibility Criteria for Programme-** Graduation for Certificate Course on Urban Green Space Management (CCUGSM, CET Code: 200), 10+2 (Sr. Secondary) for Certificate Course in Indian Heritage and Environmental Sustainability (CCIHES, CET Code 201) & 10+2 (Sr. Secondary) for Certificate Course in Biodiversity, Applied Ecology and Conservation (CCBAEC, CET Code 202)
6. **Offline Counseling Procedure**  
Candidates shall please refer to the Chapter 8: 'Offline Counseling Procedure' Part-A, Admission Brochure 2024-25.
7. **Fee**  
Bank Draft(s) of Rs. 39,500/- (including Rs 1000/- counseling 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, phone, address, mobile no, name of the programme, Rank based on marks in qualifying examination on the back of the Bank Draft(s).
- The Candidate who have opted but not registered on admission portal of GGSIPU they can also participate in the counseling of the admission by paying registration and counseling fees i.e. 2,500/- (Rupees Two Thousand Five Hundred Only) (Non Refundable). A Bank draft of Rs. 41,000/- (Rupees Forty One Thousand Only) (Rs. 41,000/-) in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi, to be deposited at the time of counseling/admission.

**Documents Required for Verification and Allotment of Seats (alongwith a set of photocopies):**

- a) Four passport sized photographs
- b) Rank Card/Merit on the basis of qualifying examination.
- c) Self Attested copy of marksheet of qualifying examination.
- d) Filled Admission verification form as per Appendix 6 of Part F of Admission Brochure 2024-25.
- e) Filled Preference sheet as per Appendix 11A of Part F of Admission Brochure 2024-25.
- 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-F in Admission Brochure 2024-25 (As per Appendix 5).
- j) Result Awaited: candidates seeking admission as result awaited candidate must have to submit Appendix 4 of Part F of Admission Brochure 2024-2025.
- k) Reserved Category Certificate in addition to Appendix 10:  
The candidates seeking admission under reserved categories, must have to mandatorily bring the entitled supporting certificate in his/her name. The Candidates for further details **must read Chapter 6 (Reservation Policy)** of respective Admission Brochure 2024-25.

In case the candidate is claiming the seat reserved for DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST/ certificate issued by the Competent Authority of Govt. of NCT of Delhi only.

For claiming reservation on a seat reserved for **Defence Category**, the candidate must have to bring the duly filled and signed **Appendix 1** of Admission Brochure 2024-25 by the competent authority as mentioned in Admission Brochure 2024-2025.

Reserved Category Candidates who fail either to bring documents as per notified schedule or whose documents are not in order **will forfeit his/her right for the reserved category claimed** and will automatically be converted to General Category as per University rules.

All reservation category candidates who are seeking admission in reserved category in SC / ST / DEF / PWD/KM must bring their reservation certificate (the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/ guardians) in original along with the self attested photocopy of the certificate for claiming seat against the reserved category.

- 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 relaxation with necessary approval shall be submitted by 06.08.2024 prior one day before the commencement of Offline counseling (if necessary).
- n) The required Certificate(s) for reserved categories / classes will be essential at the time of the counseling / 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.
8. 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/counseling/allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2024-25. 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.


9. **Tentative Seat Matrix**: Seat Matrix to be displayed at the time of Counseling/Admission.

**Note:**

1. The students, who have been admitted during 1<sup>st</sup> counseling, in any category, will not be allowed to change their category in the subsequent counseling

10. **DATE AND TIME OF WITHDRAWAL OF ADMISSION AS PER UNIVERSITY/UGC NORMS**

The candidates must submit filled and signed appendix 11, i.e. form for withdrawal of Admission of Part F of Admission Brochure 2024-25 (Appendix-11) in the Room No. AFR 104, USEM A Block, GGSIPU 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 Academic Branch, GGSIPU only and in the prescribed format necessarily.

  
(Prof. Varun Joshi)  
Dean, USEM

**Copy to:**

1. Controller of Finance, GGSIPU, for kind information and necessary action.
2. Controller of Examinations, GGSIPU for kind information
3. Director Incharge (Admission) for kind information and necessary action.
4. Finance Officer, GGSIPU with the request to depute an official at the counselling venue for collection of Demand Drafts and verification of Admission Slips in this respect before the same are issued to the candidates.
5. PRO, GGSIPU with a request to display Counseling / Admission Schedule on the University's Notice Board (s).
6. In-charge, UITS, with the request to upload the schedule of Counseling on University's website.
7. AR to Hon'ble Vice Chancellor, GGSIPU for information of Hon'ble Vice Chancellor.
8. AR to Registrar, GGSIPU for information of Registrar.
9. Guard file.

  
(Prof. Varun Joshi)  
Dean, USEM