

## **CHAPTER- 11: Online Counselling Procedure**

The online counselling will be conducted for the following eleven programmes:

- i. B. Tech (CET Code 131)
- ii. BBA (CET Code 125)
- iii. BCA (CET Code 114)
- iv. B Com (H) (CET Code 146)
- v. BJMC (CET Code 126)
- vi. LLB (CET Code 121)
- vii. BED (CET Code 122)
- viii. MBA (CET Code 101)
- ix. MCA (CET Code 105)
- x. LEBTECH (DIPLOMA) (CET Code 128)
- xi. LEBTECH (BSC) (CET Code 129)

### **11.1 General Instructions**

1. The detailed instructions about the online counselling, User Manual, FAQs shall be available on the University website [www.ipu.ac.in](http://www.ipu.ac.in) & [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in). Candidates are advised to go through the details thoroughly at these sites before registration. This information shall be available before the start of the online counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.
2. The candidates must read the conditions of eligibility as given in the Admission Brochure carefully and must satisfy themselves regarding their eligibility for admission in various programmes before registering online for admission and submitting the fees.
3. 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 untrue the admission to the programme shall be cancelled and the fees will be forfeited.
4. 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 submission of online application during the last minute.
5. The detailed rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.
6. The detailed refund policy for withdrawal from admissions shall be notified by 28<sup>th</sup> February, 2017 on the University website.

### **11.2 Submission of Counselling Participation Fee**

1. Candidate has 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 has to be paid by the candidate and is nonrefundable.
2. For depositing the Counselling Participation Fee, the candidate has to visit the GGSIP University admission website <http://www.ipuadmissions.nic.in> and select the option for "payment of counselling participation fee", enter CET details viz CET Roll No, Date of Birth and Mobile Number.
3. After submission of the details as mentioned in para 2, the candidate will get two options of payment:
  - i. Cash payment (challan will be generated and fee may be deposited through cash in any branch of Indian Bank)
  - ii. Net Banking /Credit Card and Debit Card.
4. The candidates are required to check the status of fee payment on the website (<http://www.ipuadmissions.nic.in>) and must take the printout of online fee confirmation receipt with the transaction details, to be retained for all future reference. In case of payment of fee through Challan, the candidate must retain the copy of the Challan after depositing the fees.
5. 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.
6. 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.
7. In case of any problem regarding payment of fees, non availability of fee confirmation receipt on the website within the specified time as mentioned in point 4, candidate can contact Helpdesk of University

to resolve the issue.

8. Submission of registration fees is just a part of the counselling process, just payment of this fees does not entitle the candidate to admission.

### **11.3 Registration**

1. After confirmation of receipt of the Counselling Participation Fee, for the specific CET code for which the candidate has qualified and paid the fees, candidate has to register within the Registration period notified on the website.
2. In case of Payment of Fee through Challan, candidate can register only after two working days of cash deposited in any branch of Indian Bank.
3. For Registration, candidate has to enter CET details in the admission website (<http://www.ipuadmissions.nic.in>) and after authentication, the candidate has to enter his/her personal /academic /contact details (with address, mobile no. & email ID).
4. During the Registration process, the candidate will get login ID and password.
5. It is in the interest of the candidate to remember the password and keep it confidential, to avoid misuse by others for which University will not be responsible.
6. Change password: The candidates can also change the password if required using the change Password menu.
7. In case the candidate has problems in registration or fails to register, he/she needs to report in person to the Helpdesk of the University with the relevant proof of depositing the Counselling Participation Fee before the end of the Registration period.
8. Editing Registration Details: Candidates can amend/edit the registration details filled in the registration form by choosing "Edit Details" option from the menu within the specified period of registration.
9. Candidates are advised to check all the filled in details before taking the print out.
10. All candidates must take two print outs of the Registration Form. One must be submitted at the time of document verification and the other to be retained by the candidate for all future reference.

### **11.4 Choice Filling**

1. Choice filling is compulsory for allotment of seat. Candidate will not be considered for online allotment of seat without the filled in choices/preferences.
2. After registration, candidate has to fill choices for allotment, from the list of all possible combinations of all institutes and courses available, in the order of his/her preference, during the choice filling period.
3. Once the period for filling of choices/preferences is over, choices/preferences filled by candidate will be used for allotment of seat.
4. Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting the desirable seat. For the benefit of the candidates, the stream-wise and institute-wise and rank-wise Admission Rank cut off data is available on University Website and as relevant link in [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in).
5. From previous experiences, it has been noted that some candidates fill up very few / limited number of choices, may result in non allotment of seat during seat allotment. Therefore it is once again advised that the candidates should fill as many choices as possible to ensure that they have better chances of allotment of seat.
6. Candidates, however, will be given the opportunity to edit/modify/add/delete preferences after allotment of seat in Round 01 for the subsequent round of counselling.
7. The candidates are also advised to fill choices/preferences, then save the same and then take the print out of the saved choices/preferences to be retained for future reference.

### **11.5 Result / Allocation of Seats in every round**

1. After the choice filling period is over, all the choices/preferences filled by the candidate will be considered for online allotment of seat as per merit and respective category and region.
2. All such candidates, as listed below, will not be considered for allotment of seat:
  - i. Candidates who have not paid the counselling participation fee,
  - ii. Paid the counselling participation fee but not registered,
  - iii. Paid the counselling participation fee and registered but not filled choices/preferences.
  - iv. Candidates who were allotted a seat in any round but did not pay the part academic fees of INR 40000/= shall not be considered in subsequent round of counselling.
  - v. Candidates who are allocated a seat in any round, pay the part academic fee of INR 40000/=, and then withdrew the admission following due procedure of the University.Note: Such candidates however shall be eligible for the "Spot Counselling" round.

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3. Result can be checked by the candidate through his/her account login given during the registration process.
4. Candidate can print Provisional Allotment Letter, if the seat is allotted to him/her.
5. The option of printing the Provisional Allotment Letter will be available only for the respective round; within the specified period and the record will not be available in the subsequent round of online counselling.
6. After the allotment of seat, the candidates will have to pay the part Academic Fee of Rs 40,000/- to confirm the allotment and participation in the subsequent round of counselling, failing which, the candidate will lose any claim to the allotted seat and the candidate will not be considered further for any subsequent round of online counselling, even if he wishes to.
7. Candidate can pay the admission fee against the provisionally allotted seat by any of two options which are same as in case of the Counselling Participation Fee.
  - i. Through Cash (challan will be generated and fee may be deposited through cash in any branch of Indian Bank)
  - ii. Through Net Banking/Credit Card/Debit Card.
8. Candidate can print Admission Fee Receipt, immediately after payment of part Academic Fee of Rs 40,000/- in case of option 7 (ii) and after two working days in case of option 7 (i).
9. The option of printing the Academic fee receipt will be available only for the respective round within the specified period and the record will not be available in the subsequent round of online counselling.
10. In case the fee receipt is not available on the website within the specified time as mentioned in point 8, candidate is advised to contact Helpdesk of University to resolve the issue.

### **11.6 Freezing of Alloted Seat after every Round**

1. After every round of Counselling, if the candidate is satisfied with the seat allotted to him and does not want to participate in subsequent rounds of counselling for upgradation, he/she can freeze his/her allotted seat by clicking the freeze option available in his/her account in the counselling website within the specified time period.
2. If the candidate does not freeze the allotted seat, the next higher preference may be allotted to him/her automatically in the next round subject to availability of seats, and the candidate will not be allowed to retain the earlier allotment under any circumstances.

### **11.7 Withdrawal and Fee Refund after online Rounds of Counselling**

1. After depositing of Academic Fees, if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by clicking on the withdrawal option available in his/her account in the admission website within the specified time period, following the online withdrawal procedure.
2. After withdrawal of admission and refund of fees, the candidates will not be considered in the subsequent round of online counselling except "Spot Counselling".
3. All candidates who have withdrawn, freezed their seat, not paid the Part Academic Fee of Rs. 40,000/- and who do not fulfill the eligibility criteria, will not be participating in the subsequent round of online counselling and the vacancies with respect to such candidates will be considered for allotment of seat in subsequent Rounds.

### **11.8 Last Round of Allotment of Seats for Online Counselling:**

1. After the last round of online seat allotment, there shall be no withdrawal of seats and no refund of fees for such candidates shall be done.
2. In the last round of online-counselling, the seats (region-wise) and category wise shall be converted to unreserved category after doing seat allotment of the reserved category.
3. Only the candidates allocated seats, who have paid the Part Academic Fees of INR 40000/=-, have not frozen their allotment, and have not withdrawn as per procedure notified, shall be eligible for the sliding round of online counselling.

### **11.9 Sliding of Alloted Seat after Last Round of Online Allotment of Seats:**

1. Only the candidates who have been allocated seats before the sliding round and who paid the part academic fee of INR 40000/=- and did not withdraw their admission or did not freeze the allotted seat by following due procedure of the University, shall be eligible for this round.
2. The sliding round shall be based on the preferences already entered by the candidates in the online counselling system on the basis of merit of CET of the candidates.

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3. If a candidate, who has paid the Part Academic Fees does not want to participate in the sliding round, then such candidates must freeze their allotment.
4. After the sliding round, the allocated candidates must report to the allocated institutions for verification of documents and payment of the balance amount of fees (if any).

### **11.10 Reporting of candidates to the allotted institute/college:**

1. After the sliding round of online seat allotment, the candidate, if allotted a seat/retained the seat from earlier allotment/upgraded to higher choices/preferences, and if he/she has made the payment of part Academic Fee of Rs 40,000/-, he can generate Provisional Admission Slip along with the Enrollment number.
2. The Candidate are required to report and join the respective School/college with the Admission Slip, the Provisional Allotment Letter, the Academic Fee Receipt and the necessary record for verification of documents at the School / institution/college and pay the balance amount of fees (if any), as per schedule notified on the website, failing which the admission shall be automatically cancelled.
3. The institutions / University Schools of Studies shall report the status of reported and non-reported candidates to the University. The vacant seats after the sliding round of online counselling and seats vacant due to non-reporting of candidates only shall be considered for spot counselling to be conducted by 31<sup>st</sup> July, of the admission year.
4. Candidates who report to the allocated institutions and are reflected in the list submitted by the institutions as reported / admitted, shall be called "admitted students", and if they wish to withdraw/cancel their admission, then they have to apply as per the refund policy of the University. The detailed refund policy of the University shall be notified on the University website by 28<sup>th</sup> February, 2017.

### **11.11 Spot Counselling**

1. This round shall be held after completion of the admission process, only for the purpose of filling up vacancies, if any.
2. After completion of all rounds of online counselling 'Spot Counselling' shall be done offline. All eligible candidates desirous of participating in the "Spot Counselling" shall have to pay a counselling (separate) participation fee. The participation fees in the "Spot Counselling" shall be INR 2000/= (non-refundable / transferable).
3. The "Spot Counselling" shall be done for vacancies remaining after reporting of allocated candidates to Schools of Studies / Colleges / institutions allotted (see Section 11.10) and arising during the process of "Spot Counselling" as enumerated below. Since, all conversions of categories / region-wise divisions are completed in the last round of online counselling (Section 11.8), the spot counselling shall consider all seats to be filled as unreserved.
4. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the spot counselling.
5. Any CET qualified candidates who have not taken admission in the rounds of Online counselling will be eligible to participate in the spot counselling, against the available vacant seat (if any).
6. The candidates who are allotted seat in rounds of online counselling and have paid the part Academic Fee of Rs 40,000/- to confirm admission in any institute/ college and have also reported to the concerned University School of Study / college / institutions will be treated as "admitted" at the time of Spot Counselling. Such candidates, if they desire to participate in the "Spot Counselling" shall be required to pay a transfer fees of INR 5000/=-, these candidates shall be considered as per their rank only, if they do not appear at the time of counselling for their rank, they shall not be allowed to participate, moreover, the seats thus vacated by these candidates shall be offered to candidates participating in "Spot Counselling" with lower rank as compared to the candidates thus transferred. For such "transferred" candidates, the part academic fees paid by the candidate of INR 40000/= shall be adjusted during counselling. If a change of institution / college occurs of such candidates, then the institution / college from which the candidate is being transferred shall refund the balance fees paid (if any), that is the component of the fees paid by the candidate at the institution directly to the candidates on application by the candidate, and the candidate shall have to pay the balance fees (if any) of the institution to which the candidate is transferred as per schedule to be notified by the candidates.
7. Any candidate, who was admitted in any round and subsequently withdrawn as per procedure, will be eligible to participate in the Spot Counselling.
8. All "not admitted" candidates will be eligible to participate in the Spot Counselling.
9. There will be no withdrawal of admission and refund of fees for the candidates who will take admission in Spot counselling. Seats left vacant, if any, after spot counselling only shall be considered for admission process of filling up of vacancies after 31<sup>st</sup> July of the admission year.
10. Spot counselling shall be completed on or before 31<sup>st</sup> of July, of the admission year.

**11.12 Filling of seats (if any) after 31<sup>st</sup> July, of the Admission Year**

1. If any seats are left vacant (out of the seats reported as vacant, after the reporting of "admitted / allocated" candidates to concerned University School of Study / College / Institution and taken to the spot counselling phase for filling up) out of the seats considered in the spot counselling, the procedure for filling up these seats shall be notified by 4<sup>th</sup> of August, of the admission year by the University on its website <http://www.ipu.ac.in>.