



Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110075

Frequently Asked Questions

Admission for Academic Session 2016-17

Sl. No.	Question	Answer
1.	What are the criteria for reservation policy of University?	The reservation policy is uploaded in the Admission Brochure 2016-17.
2.	How to I know about the list of affiliated colleges/institutes for various programmes	The tentative/indicative list of affiliated colleges/institutes is uploaded in university website ipu.ac.in.
3.	What is the procedure for admission in GGSIPU?	The admission in GGSIPU is on the basis of merit obtained in CET. Those who qualify CET are required to participate in the Counselling process for seeking admission, based on the candidate's preferences and his/her merit in CET 2016 in the respective programmes given specific CET codes.
4.	I am aware that admissions in GGSIPU are based on CET merit and one has to participate in the Counselling process. How do I know the dates for Counselling?	This year, University is conducting Online Counselling for 11 programmes. The details with names of the programmes and the schedule has been uploaded on the University website www.ipu.ac.in & www.ipuadmissions.nic.in . Also, candidates may refer to the Offline Counselling schedule for counselling to be held manually/offline.
5.	Please give me the list of Programme for which Online Counselling is being conducted.	The list of Programmes for which Online Counselling is being conducted:- (a) MCA/MCA(SE)- CET Code:- 105 (b) BCA- CET Code:- 114 (c) B.ED. – CET Code:- 122 (d) MBA/ MBA(FM) – CET Code:- 101 (e) BJMC- CET Code:- 126 (f) B.Tech/ M.Tech (Dual Degree)/ B.Tech- CET Code:- 131 (g) Integrated (Bachelor of Arts) – (Bachelor of Laws)/ Integrated (Bachelor of Business Administration) - (Bachelor of Laws):- CET Code:- 121 (h) BBA- CET Code:- 125 (i) B.COM (H)- CET Code:- 146 (j) L.E. to B.Tech. (Diploma Holders) (CET Code: 128) (k) L.E. to B.Tech (B.Sc. Graduates) (CET Code: 129)
6.	Is it required to pay any registration fee for online counselling?	Yes, it is mandatory for the all CET qualified candidates to submit an amount of Rs.1000/- (Rupees One Thousand only) (one time non refundable) as counselling participation fee for online counselling.
7.	What should be done in case any payment has been made more than once?	Any additional payment will be refunded back to the candidates. In case of any non-payment of the due amount, applicants may visit University Help Desk.
8.	What is the process of Online allotment of seat?	The detail of Online allotment of seat is available in the Admission Brochure 2016-17. All the candidates who wish to seek admission through online process for the respective CET Codes for which Online Counselling is being held and should logon to http://www.ipuadmissions.nic.in at the time of admission.
9.	Do I need to submit any document if pursuing course through distance learning mode?	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/board imparting open/distance education certifying the location of study centre must be submitted at the time of verification of documents.
10.	When will the online allotment process start for the year 2016-17?	The online schedule for registration, seat allotment and other details is available in University website ipuadmissions.nic.in and ipu.ac.in.
11.	Do I have to report to any counseling centre for registration or choice filling?	No. online registration and choice filling can be done from place of convenience(including from home) using internet.

12.	Do I require any documents to get registered on-line for admission after CET Result declaration?	Before filling the online application form, keep ready the following details to fill in the appropriate fields. 1) Information filled in Online CET application form. 2) Payment through the following two options: a) Cash payment by generating Fee Challan in any branch of Indian Bank. b) Net Banking/Debit Card/Credit Card.
13.	How do I get password for logging in?	After paying the Counselling Participation Fee of Rs 1,000/- during the process of online registration you will generate your own password. Candidates are advised to <i>keep the password that they have created, confidential to them till the end of the counseling process.</i> They can change the password after creating. Password is very important for participating in online process. <i>Sharing of password can result in misuse by somebody else, leading to even exclusion of genuine candidate from online process.</i>
14.	I have difficulty in creating password, what may be the problem(s)?	Creation of password should be as per Instruction for creation of password. Please follow the instructions carefully. Please use the Internet Browser as suggested and it is difficult to login from some of the other browsers.
15.	When I try to login for choice filling/submission, it says wrong roll number/password, what may be problem(s)?	This can happen if Roll Number/Testing ID typed is incorrect or password typed is incorrect. Password is case sensitive, therefore use password which was created by user exactly same as typed while creating. In case password is forgotten, try to generate new password as per the given instructions.
16.	If a candidate forgets his/her password, how to get a new password?	Whenever a candidate forgets his/her password he/she has to use the additional information given by him/her at the time of online registration to get a new password.
17.	Can the candidate change his/her password?	Yes. The candidate can change his/her password.
18.	How much time will I be given to join the allotted course?	Candidates allotted seats will be required to join the allotted college/course within stipulated time from the date of allotment as mentioned in the schedule.
19.	What documents are required at the time of counseling?	No documents are required for participating in the online allotment (Online Counselling) process. However, after allotment of seat, candidates will have to report for document verification at the University designated centres as notified.
20.	Is there any restriction for filling up number of choices of Institutions (Colleges) or subjects in choice filling form?	No, you can give as many choices as you wish. However choices should be in order of preference (not alphabetically), as the allotment is done on the basis of choices submitted by the qualified candidate in order of preference and as per availability of seats and CET merit. It is in the interest of all candidates
21.	Can I change my choices after 1st Round is over	The candidates will be given the opportunity to change choices/preferences for Round 02 i.e. after allotment of seat in Round 01.
22.	How many choices I am required to fill	Candidates are advised and encouraged in their own interest to fill maximum number of choices, as it increases the possibility of getting desirable seat. For the benefit of the candidates, the stream wise and institute wise and rank wise Admission Rank cut off data of previous year (2015-16) is available of University website and relevant link in http://ipuadmissions.nic.in at the time of counselling.
23.	What is the probability of seat allotment?	The allotment is done on merit of rank and choice filled. It is in the interest of all candidates to fill maximum number of choices, as it increased the possibility of getting desirable seat. For the benefit of the candidates, the stream wise and institute wise and rank wise Admission Rank cut off data of previous year (2015-16) will be made available on University website http://ipuadmissions.nic.in for reference. From previous experiences, it has been noted that some candidates had filled up

		very few and limited number of choices which resulted in non allotment of seat during seat during seat allotment. Therefore, it is once again advised that the candidates should fill as many choices as possible to ensure that they are not deprived of admission on this account.
24.	Who are eligible to be considered in Delhi Region?	If the student has passed the qualifying examination from Delhi, the admission is permissible under Delhi Region. For details, may refer to Admission Brochure 2016-17.
25.	Who are eligible to be considered in Outside Delhi Region?	If the student has passed the qualifying examination from Outside Delhi, the admission is permissible under Outside Delhi Region. For details, may refer to Admission Brochure 2016-17.
26.	How many seats are reserved for Delhi and Outside Delhi Region?	Generally, 85% of the sanctioned intake shall be allocated for Delhi Region and 15% of the sanctioned intake shall be allocated for Outside Delhi Region. However, in case of Self Financing Institutes, sanctioned intake also includes 10% Management Quota seats (if offered). Certain institutes established by Central Govt. and Minority Institutions etc.; the reservation of seat will be as notified by the Statutory Bodies.
27.	Is there a rounding off of percentage of marks in qualifying marks?	No, rounding off of percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if the candidate obtains 49.99% in his/her qualifying examination, then it will not be rounded off to 50%.
28.	I have a compartment/ supplementary/ER in my qualifying exam and the result of the same is still awaited. Am I eligible for admission?	The candidates, who have compartment/supplementary/E.R./Failed or they have applied for improvement of marks in any year duration of course/programme and result of the same has not been declared by the respective University/ Boards are eligible to take admission in any Course/Programme at this University for the session 2016-17.
29.	What is upper age limit in Undergraduate and Post Graduate programmes?	For Undergraduate level programmes, where entry qualification is 12 th pass, the upper age limit is 21 years. For all other Post Graduate programmes, where entry qualification is Graduation, the upper age limit is 35 years. However, for admission in programme MPH (FE), the upper age limit is 45 years for In service candidates and 35 years as on 1st August 2016 for Direct candidates. Candidates are also advised to refer Admission Brochure 2016-17 for necessary information regarding age relaxation and University notification from time to time.
30.	What is the procedure of conversion of seats?	The conversion of seats reserved for SC, ST, Defence, Physically Handicapped and Minority to General Category shall be done only after the allotment during 2 nd counselling for reserved category as per the University Reservation policy. No such conversion will be allowed in the 1 st round of counseling.
31.	Who is the final authority regarding reservation policy?	Final decision regarding reservation policy will be taken by the Government of NCT of Delhi and the same will be announced on the University website.
32.	Is it compulsory to have certificate in the name of the candidate in case of reserved category?	Yes. The reserved category certificate should be in the name of the candidate seeking admission. Certificate in the name of husband/father/mother is not acceptable.
33.	Is there any Management Quota in University School of Studies /Govt. Institutes	There is no Management Quota in University Schools and Govt. Institutes.
34.	What are the necessary documents for claiming reservation in Defence Category for Priority I to VII?	For claiming reservation on a seat reserved for Defence Category (Priority I to VII), candidates may refer the Admission Brochure 2016-17. Candidates should also produce the relevant appendix as given in the Admission Brochure 2016-17 at the time of counseling along with other relevant documents.
35.	Who all are covered under Defence Category for claiming admission in GGSIP University?	Defence Personnel means any person who is serving in Indian Army, Navy or Air Force or a person who has served in Indian Army, Navy or Air Force or those who come under the category of Ex-servicemen as per

		<p>notification of Govt. of India are entitled for claiming the seat for admission under Defence Category I to VII.</p> <p>Para military forces, like BSF, CRPF, CISF, Assam Rifles etc. and various other organizations like Coastal guard, DSC, etc., are entitled for claiming the seat for admission under Defence Category I to V.</p> <p>Police Personnel who are in receipt of Gallantry Awards are also entitled for claiming the seat for admission under Defence Category Priority V.</p> <p>Candidates are advised to refer Admission Brochure 2016-17 for detailed information.</p>
36.	<p>What are the necessary documents for claiming reservation in Physically Handicapped/ Persons with Disability Category?</p>	<p>A certificate from the Vocational Rehabilitation Centre for Physically Handicapped 9,10,11 Karkardooma, Vikas Marg, Delhi-110092 is to be produced at the time of verification, which will certify that the applicant is fit for undergoing the said course (as per Appendix given in Admission Brochure 2016-17). No certificate other than this shall be allowed for availing seat under 'PWD' Category. This category shall also be considered as a synonym for the Physically Handicapped (PH) Category.</p>
37.	<p>What are the necessary documents for claiming reservation in OBC Category?</p>	<p>27% seats are reserved for Delhi OBC Category belonging to the list of OBC castes in Delhi. The reservation will be available only in the University Schools of Studies and other Government 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 by Govt. of India will not be accepted under any circumstances. The reservation for OBC Category is only for candidates who are from Delhi Region. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will not be accepted for claiming a seat under OBC Category.</p> <p>Reservation in OBC Category is not applicable for Master's Level and Post Graduate Diploma programmes.</p>
38.	<p>What are the necessary documents and preferences for claiming reservation in Jain/Muslim/Sikh Minority Category?</p>	<p>Some of the self – financing institutions affiliated to the University have a minority status. For the specific Minority Institutions the mode of admissions shall be notified subsequently by the University. However, the candidate must also produce the required Undertaking/Self Declaration (relevant Appendix given in Admission Brochure 2016-17) for claiming seat under Minority category.</p> <p>In addition to the above, candidates claiming seat in Sikh Minority category should also produce a certificate as per the format as prescribed by Delhi Sikh Gurudwara Management Committee (relevant Appendix given in Admission Brochure 2016-17) at the time of admission/ counseling.</p>
39.	<p>Who will be considered for reservation in Delhi Region Category?</p>	<p>Qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under Delhi Reserved category.</p>
40.	<p>Who will be considered for reservation in Outside Delhi Region Category?</p>	<p>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.</p>
41.	<p>What if I have passed the qualification examination from Delhi and Reservation certificate has been issued from Outside Delhi for SC/ST Category?</p>	<p>Admission is permissible only under Delhi General category.</p>
42.	<p>Who are covered in SC/ST for claiming reservation?</p>	<p>The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in IP University against the seats reserved for Scheduled Castes candidates. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission</p>

		in IP University, against the seats reserved for SC candidates if they are residents of Delhi, in terms of the Presidential order dated 20 th September, 1951, as amended time to time, by the law made in this regard.
43.	Is CET 2016 valid for all programmes?	The merit of the CET 2016 will be valid only for the programme for which the candidate has appeared and cannot be utilized for admission to any other programme. Further, the merit of the CET 2016 shall be valid only for the Academic Session 2016-17.
44.	What is the requirement for seeking provisional admission for result awaited candidates?	The candidates are required to submit the proof of having fulfilled the eligibility as per the stipulated time notified in the Admission Brochure 2016-17. They must also submit Undertaking/Self Declaration for seeking provisional admission in case the result of the qualifying examination is yet to be declared.
45.	If the degree/certificate is obtained from any other country, what are the necessary documents required?	The equivalence certificate must be obtained from Association of Indian Universities, New Delhi.
46.	What are the necessary documents required if a married woman is applying to any course under Reserved Category?	The candidate has to produce the caste certificate in the name of himself/herself. Certificate in the name of husband/father/mother is not acceptable.
47.	What If the documents are in any language other than English/ Hindi?	Authenticate translation in English/Hindi shall have to be produced duly verified by the Institution/Gazetted Officer (original and photocopy) by the candidate.
48.	For B.Ed. Special Education, will the counseling be held online?	Offline counseling will be held for B.Ed. Special Education , however, online counseling will be held for B.Ed. only.
49.	What are the various opportunities for placement in the University/ Affiliated Colleges/Institutes?	The candidates may contact the University Placement Cell and also the respective affiliated colleges/institutes for placement status and activities.
50.	The University is government – run or semi – government? If government – run, why the fees are comparatively much higher than the other government – run universities?	University is established by Govt of NCT of Delhi. A number Government and self financing institutes are affiliated with GGSIPU. The fee of the self financing is not determined by Govt of NCT of Delhi on the recommendation of State Fee Regulatory Committee.
51.	Is the 85% reservation of seats for the Delhi students applicable to all programmes of the University like Medical, BDS etc?	Please refer to the admission brochure as seat matrix in medical and BDS are governed by the statutory bodies. The reservation as applicable for institute established by Central Govt, State Govt, Corporation, self financing etc.
52.	What is difference between subsidized and non – subsidized seats in MBBS?	Please refer the details as given in admission brochure
53.	Why there is no uniform fees structure in affiliated institutes of the University? In some cases, they charge extra fees for what reasons?	The fee is determined as notified by Govt of NCT of Delhi governed by State Fee Regulatory Committee.
54.	What is the admission procedure for the foreign students to the University?	The foreign students may please contact Director International Affiar.
55.	Is there any NRI quota in the affiliated institutes of the University?	No, There is no NRI quota in the GGSIPU. May refer to the Admission Procedure of Foreign students of the University.
56.	What are the criteria of reservations for reserved category candidates like SC, ST and OBC in the University?	Please refer to the Admission Brochure and as notified from time to time in the university website.
57.	Is there any EWS quota or any other quota or provision for this section? If yes, the procedure to avail the benefits.	There is no EWS quota in Admission.
58.	What is the migration policy of the University? The complete procedure to be migrated from one institute to another, especially from institutes located in other parts of the country.	May refer to the Ordinance No.7 of GGSIPU.

59.	What is the procedure for admission through management quota in affiliated institutes of the University?	As detailed in Delhi Professional Act 2007.
60.	Is there any sports quota, trans- gender quota in the University?	No.
61.	Kindly provide details as to the provisions and procedures of JK migrant quota and Minority quota in the University.	May refer to the Admission Brochure.
62.	Is there any provision of admission of general candidates in the Army Medical College, Dhaula Kuan?	May refer to Eligibility/Admission criteria detailed in the Admission Brochure.
63.	What is the provision for the age relaxations for admission in the University?	Refer to the admission brochure and as notified from time to time, if any, in the University website
64.	What is the refund policy of the University?	Refer to the admission brochure and notified later in the counseling schedule or in any circular on the University website
65.	Candidates having gap period in last qualifying exams are allowed or not for admission in the University?	Candidate having gap period may have to submit an undertaking.
66.	Appearing candidates are allowed or not? If allowed, what are terms and conditions for them?	Yes, provided the candidates submit the eligibility proof of eligibility within the stipulated time period as notified in the University website.
67.	What are the availability options of the University admission forms?	Only Online applications available at University website www.ipu.ac.in
68.	How to go through the admission brochures of the different programmes of the University?	Refer to the admission brochure and notices in the University website
69.	If someone wants to apply for four different programmes, how many forms he will have to fill up?	Four, separate application forms for separate programme.
70.	What is the procedure to apply online, especially registration and payment of registration fees?	May refer to online admission procedure detailed mentioned in the Admission Brochure
71.	What are the modes of online payments for registration fees, counseling fees and admission fees?	For Online admission procedure, the candidates will get two options of payment:- 1. Cash payment (Challan will be generated and fee may be deposited through cash in any branch of Indian Bank). 2. Net Banking/Credit Card and Debit Card.
72.	How to download admit cards for the CETs?	For details, may refer the Admission Brochure.
73.	When to apply the option of freeze in the online admission process?	May refer to Admission Brochure for details, however one can opt for freezing only if he/she absolutely satisfied/sure about the allotted seat and do not wish to upgrade to higher choices/preference in the subsequent round of counseling.
74.	If someone is already studying in the University, is eligible for fresh admission or not?	Yes, but must submit the cancellation certificate at the time of verification of documents.