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## COUNSELLING/ADMISSIONS

- For the programmes for which Common Entrance Tests are being conducted, the **University will prepare a list of qualified candidates** separately for each CET Code in order of merit based on the marks obtained by the candidates in the said Tests. The result of Common Entrance Tests will be displayed on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) on the dates specified in **para 6 of Chapter 6**. The University will declare inter-se-ranks for qualified candidates **only**. No separate intimation will be sent to the candidates in this regard. All the admissions will be made through two counsellings to be conducted by the University as per the procedure prescribed in subsequent paragraphs, strictly on the basis of inter-se-merit of the qualified candidates. **There will be no Group Discussion and Interview for deciding the inter-se-merit for any programme. There will be no third counselling.**
- VENUE OF COUNSELLING:**  
Venue of counselling will be notified in the counselling schedule on the University's website ([www.ipu.ac.in](http://www.ipu.ac.in)).
- SCHEDULE OF FIRST COUNSELLING/ADMISSION FOR THE ACADEMIC SESSION 2012-13**

CET Code	Programme	Display of 1 <sup>st</sup> Counseling Schedule at 5.00 P.M	#Commencement of 1 <sup>st</sup> Counseling at 9.30 A.M	#Display of 2 <sup>nd</sup> Counseling Schedule at 5.00 P.M	#Commencement of 2 <sup>nd</sup> Counseling* at 9.30 A.M
105	<ul style="list-style-type: none"> <li>Master of Computer Applications</li> <li>MCA (Software Engineering)</li> </ul>	28.05.2012 (Monday)	04.06.2012 (Monday)	20.07.2012 (Friday)	24.07.2012 (Tuesday)
106	<ul style="list-style-type: none"> <li>Master in Mass Communication</li> </ul>	28.05.2012 (Monday)	06.06.2012 (Wednesday)	20.07.2012 (Friday)	24.07.2012 (Tuesday)
107	<ul style="list-style-type: none"> <li>MPT (Neurology)</li> <li>MPT (Musculoskeletal)</li> <li>MPT (Sports)</li> <li>MPT (Cardiopulmonary)</li> </ul>	28.05.2012 (Monday)	04.06.2012 (Monday)	20.07.2012 (Friday)	24.07.2012 (Tuesday)
108	<ul style="list-style-type: none"> <li>MOT (Neurology)</li> <li>MOT (Musculoskeletal)</li> </ul>	28.05.2012 (Monday)	06.06.2012 (Wednesday)	20.07.2012 (Friday)	24.07.2012 (Tuesday)
109	<ul style="list-style-type: none"> <li>Master of Prosthetics and Orthotics (MPO)</li> </ul>	28.05.2012 (Monday)	08.06.2012 (Friday)	20.07.2012 (Friday)	24.07.2012 (Tuesday)
110	<ul style="list-style-type: none"> <li>MPH (FE)</li> </ul>	30.05.2012 (Wednesday)	11.06.2012 (Monday)	20.07.2012 (Friday)	26.07.2012 (Thursday)
111	<ul style="list-style-type: none"> <li>M.Sc (Environment Management)</li> </ul>	01.06.2012 (Friday)	11.06.2012 (Monday)	23.07.2012 (Monday)	26.07.2012 (Thursday)
112	<ul style="list-style-type: none"> <li>LL.M</li> </ul>	01.06.2012 (Friday)	11.06.2012 (Monday)	23.07.2012 (Monday)	26.07.2012 (Thursday)
113	<ul style="list-style-type: none"> <li>M.A. English &amp; Communication Studies</li> </ul>	04.06.2012 (Monday)	12.06.2012 (Tuesday)	23.07.2012 (Monday)	27.07.2012 (Friday)
114	<ul style="list-style-type: none"> <li>BCA</li> </ul>	06.06.2012 (Wednesday)	13.06.2012 (Wednesday)	24.07.2012 (Tuesday)	30.07.2012 (Monday)

CET Code	Programme	Display of 1 <sup>st</sup> Counseling Schedule at 5.00 P.M	#Commencement of 1 <sup>st</sup> Counseling at 9.30 A.M	#Display of 2 <sup>nd</sup> Counseling Schedule at 5.00 P.M	#Commencement of 2 <sup>nd</sup> Counseling* at 9.30 A.M
115	• B.Sc. (Hons) Nursing [Onlyfor Unmarried Female Candidates]	06.06.2012 (Wednesday)	12.06.2012 (Tuesday)	24.07.2012 (Tuesday)	30.07.2012 (Monday)
116	• Lateral Entry to Bachelor of Pharmacy for Diploma Holders (2 <sup>nd</sup> Year/3 <sup>rd</sup> Semester)	07.06.2012 (Thursday)	15.06.2012 (Friday)	24.07.2012 (Tuesday)	31.07.2012 (Tuesday)
117	• MBA (SEM)	08.06.2012 (Friday)	18.06.2012 (Monday)	24.07.2012 (Tuesday)	01.08.2012 (Wednesday)
118	• M.A., M.Sc. (Criminology)	08.06.2012 (Friday)	18.06.2012 (Monday)	24.07.2012 (Tuesday)	01.08.2012 (Wednesday)
119	• M.Sc. (Forensic Sc.)	08.06.2012 (Friday)	18.06.2012 (Monday)	24.07.2012 (Tuesday)	01.08.2012 (Wednesday)
120	• Master of Education	12.06.2012 (Tuesday)	20.06.2012 (Wednesday)	24.07.2012 (Tuesday)	01.08.2012 (Wednesday)
121	• B.A., LL.B (H) BBA., LL.B (H)	18.06.2012 (Monday)	25.06.2012 (Monday)	25.07.2012 (Wednesday)	03.08.2012 (Friday)
122	• B.Ed.	14.06.2012 (Thursday)	21.06.2012 (Thursday)	25.07.2012 (Wednesday)	02.08.2012 (Thursday)
123	• M.Sc. (Biodiversity & Conservation)	15.06.2012 (Friday)	25.06.2012 (Monday)	25.07.2012 (Wednesday)	02.08.2012 (Thursday)
124	• Bachelor of Physiotherapy (BPT) • Bachelor of Occupational Therapy (BOT) • Bachelor of Prosthetics and Orthotics ( BPO) • B.Sc. (MLT) • BASLP • B. Pharma • BHMS • BAMS	18.06.2012 (Monday)	25.06.2012 (Monday)	25.07.2012 (Wednesday)	03.08.2012 (Friday)
125	• BBA • BBA (CAM) • BBA (Banking & Insurance) • BBA (Tour & Travel Management)	18.06.2012 (Monday)	25.06.2012 (Monday)	25.07.2012 (Wednesday)	03.08.2012 (Friday)
126	• Bachelor of Journalism (Mass Communication)	22.06.2012 (Friday)	02.07.2012 (Monday)	25.07.2012 (Wednesday)	06.08.2012 (Monday)
127	• Bachelor of Hotel Management & Catering Technology	02.07.2012 (Monday)	09.07.2012 (Monday)	25.07.2012 (Wednesday)	06.08.2012 (Monday)

# The dates of Counselling are tentative, they are liable to change. Therefore, candidates are advised to check the University's Website regularly after the declaration of CET result 2012.

\* Second Counselling will be held subject to availability of Seats in the respective categories.

Note: The last date for all kind of admissions will be 31st October, 2012.

- 4. PROCEDURE FOR ADMISSION THROUGH FIRST COUNSELLING**
- (i) Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed at 5.00 p.m. on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) prior to commencement of counselling as indicated above. Venue of Counselling & list of institutions along with the intake in the respective programme/s for Academic Session 2012-13 will be notified on the University's Website before the commencement of counselling.
  - (ii) The candidates should report at the notified venue, date and time for counselling/admission **in-person** along with the documents mentioned in Chapter 14. On reaching the venue, the candidates **must mark the Attendance**. Allotment of seats to the candidates will be made only when he/she attends the counselling session in person.
  - (iii) Firstly, the candidates will be called in order of merit/rank and shall have to produce the **required documents for verification**. Depending upon the merit, the seats will be offered to the candidates as per availability of seat at that point of time. Each candidate will have to choose a seat out of those available when his/her turn comes.
  - (iv) Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling) by the candidate. **No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip.**
  - (v) A candidate who **fails to appear in person** on the notified venue, 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.
  - (vi) A candidate who is allotted a seat will be required to pay **complete fee** as mentioned in Chapter 13 immediately **on the spot** at the time of counselling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. **Part payment or payment through cash/cheque will not be accepted under any circumstances.**
  - (vii) The students admitted in first counselling would **NOT** be allowed to change the programme/institute during the subsequent days of first counselling. However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes 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 will be subject to availability of vacant seats. **No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.**
  - (viii) The candidates are also advised, in their own interest to check the details of fee paid, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. **No representation regarding wrong allotment of seat will be entertained if the candidate leaves the venue without raising any discrepancy.**
  - (ix) Provisionally admitted candidates are further advised to carefully check suffix (P) to their enrolment number printed in the Admission Slip.
  - (x) Admissions will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on University's Website. Parents/candidates are advised to check University's Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
  - (xi) The conversion of seats reserved for SC, ST, DEF, PH, Minority, etc. to General Category shall be done only after the 2nd counselling for that particular category is completed. **No such conversion will be allowed during the 1st counselling.** However, while converting the seats during 2nd counselling, any unfilled seat(s) reserved for ST Category will be offered 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.
  - (xii) **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa:** Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa

during the Open House Counselling (which will only be held if seats are vacant after 2<sup>nd</sup> round of counselling has been completed in the respective region). **It is clarified that no such conversion will be allowed during 1<sup>st</sup> counselling.**

#### 5. WITHDRAWAL OF ADMISSION AFTER FIRST COUNSELLING AND REFUND OF FEE\*

- (i) The candidates after getting admission in first counselling will be **allowed to withdraw the admissions upto 5.00 p.m. of 16th July, 2012.** All the requests for withdrawal of admission in the prescribed proforma (Appendix-9) are to be submitted at the **Reception Counter, Academic Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110075.** A proper receipt for withdrawal will be issued. **The candidates will be required to surrender the original Admission Slip issued at the time of Counselling/Admission (BOTH COPIES) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.**
- (ii) In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the candidates will be refunded the fee after deduction of Rs.1,000/-.
- (iii) No request for withdrawal of admission will be entertained after 5.00 p.m. of 16.07.2012. The fee will be refunded only if the application reaches the office of the **Joint Registrar (Academic) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110075,** before the said date and time. A proper receipt will be issued by the office of Academic Branch when the candidate submit his/her application for withdrawal of Admission within prescribed date & time alongwith documents as given in the Admission Brochure-II i.e. upto 16.07.2012. The withdrawal application without the relevant documents will not be entertained. Any dropout after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
- (iv) Request of withdrawal of admission will not be entertained through post/email/fax. Candidates are requested to submit prescribed withdrawal application form with original fee slip at Reception Counter, Academic Branch before the prescribed withdrawal date and time.
- (v) No representation at later stage will be entertained by the University, where

request for withdrawal is submitted in any other branch/office of the university and the request for withdrawal does not reach the office of the Joint Registrar (Academic) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110075, before the said date and time.

**\*Note: A candidate, who has taken admission during 1st counselling, and then he/she withdraws his/her admission shall not be considered for admission in 2nd counselling.**

#### 6. ADMISSION THROUGH SECOND COUNSELLING

- (i) Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website as well as on its Notice Board (as per schedule mentioned in Para 3 of this chapter). The Second Counselling for all the programmes will tentatively be held at the same venue. No separate communication will be sent in this regard. It may be noted that the Academic Session of the University would start on 1st August, 2012.
- (ii) **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 First Counselling will also be permitted to attend the second counselling.**
- (iii) 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.
- (iv) A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and time of 2nd counselling and where ranks lower than his rank have been offered the choice of change of programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
- (v) **Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).**
- (vi) The students who take admission in first counselling would be allowed to exercise the

option to change the programme/institute in the second counselling within the ambit of the programmes/institutes 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/institute 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/institute shall be forfeited and he/she will not be allowed to exercise this option for which the University will not be responsible.** No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.

- (vii) **A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.**
- (viii) **The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is advised that they should carefully select the programme/institute before taking admission in the second counselling.**

**Note:** (i) A candidate, who has taken admission during 1st counselling, and then he/she withdraws his/her admission shall not be considered for admission in 2nd counselling.  
(ii) Candidates once enrolled in the University at the end of 2nd counselling will not be considered for admission through Management Quota.

(ix) **Open House Counselling**

Counselling on the Open Day will be held only if any seat(s) remains vacant till this date. The said seat(s) will be offered on this day to the qualified candidate(s) in order of merit as per his/her Region provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

Even then, if any seat(s) remains vacant, the same shall be offered to the qualified candidate(s) in order of merit **irrespective of his/her Region** provided he/she has not taken admission till then in this programme and has reported for counselling on this day.

- (x) The rest of the procedure for Second Counselling shall remain the same as for the first counselling.

(xi) **In case a candidate drops out after taking admission in the second counselling, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second counselling only if he/she intends to pursue the programme.**

(xii) **If any vacancy(ies) arise after second counselling due to any reason, the same shall be filled up as per the directives/instructions of the Hon'ble Court(s)/decision of the University.**

(xiii) IT IS MADE AMPLE CLEAR FOR THE BENEFIT OF THE CANDIDATES THAT EXCEPT FOR MANAGEMENT QUOTA, ANY ADMISSION MADE DIRECTLY BY ANY INSTITUTE/COLLEGE WILL BE CONSIDERED ILLEGAL AND UNAUTHORIZED AND UNIVERSITY WILL NOT ISSUE ANY ENROLMENT NUMBER TO ANY SUCH CANDIDATE(S). ALSO, UNIVERSITY WILL NOT CONDUCT ANY EXAMINATION IN RESPECT OF SUCH CANDIDATES. STUDENTS AND PARENTS WILL BE SOLELY RESPONSIBLE IF THEY TAKE ADMISSION IN ANY AFFILIATED COLLEGE/INSTITUTE DIRECTLY (EXCEPT MANAGEMENT QUOTA).

(xiv) Only CET qualified candidates will be considered for admission through Management quota. The eligibility criteria for such candidates will be the same as for those admitted through counselling (as given in Chapter 6). The candidates are required to produce the original Admit Card for admission through Management Quota.

(xv) The list of students on close of admissions after the second counselling shall be treated as final list of admissions and the same shall be displayed on the website of the University ([www.ipu.ac.in](http://www.ipu.ac.in)).

(xvi) The Academic Session would commence w.e.f. 1st August, 2012. All the candidates who get admission in First Counselling must report to their respective Institutes /University Schools on 1st August, 2012 and those who take admission in the 2<sup>nd</sup> counselling, shall report to their respective Institutions/University Schools on 1st August 2012 or on the day following the day of the admission, if the admission is granted after 1st August 2012.

**Note:** (i) It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statutes, Ordinances and Regulations framed there under.

(ii) All candidates who have taken admission in any programme in 1st/2nd counselling must report in the college latest by 31st August 2012. Failure to report in University School/College/Institute by 31st August 2012, without proper exemption from University School/College/Institute will result in automatic cancellation of admission.

# 11

## SEATS ALLOCATION

1. **University Schools of Studies, University Maintained Institute, Government Institutes and Self-Financing Colleges/Institutes located in NCT of Delhi:**
  - (i) **Delhi Region : 85% of the Sanctioned Intake**

85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying degree from any school/ Institute located in Delhi or from any College/Institute affiliated to GGSIP University. These seats will be filled up through the merit /rank list of the CET- 2012 prepared for Delhi Region candidates. The candidates who have passed the qualifying degree through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres in Delhi will be considered as Delhi Region Candidates but the responsibility to provide proof of his/ her study centre in Delhi.
  - (ii) **Outside Delhi Region : 15% of the Sanctioned Intake**

15% seats are reserved for Outside Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/ Institute located outside Delhi. These seats will be filled up through the merit/rank list of the CET-2012 prepared for Outside Delhi Region Candidates.
2. **Institutions located outside Delhi in NCR:** Admissions will be made on All India Basis.
3. **Minority and Non-Minority Self Financing Institutes**
  - i) The candidates desirous to seek admission in all the minority and non-minority self-financing Colleges/ Institutes are required to take up the Common Entrance Test of the relevant academic programme/s.
  - ii) The procedure for filling up of seats in minority self-financing colleges/institutes shall be announced on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) alongwith schedule of counselling.
4. **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice versa:** Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa during the Open House Counselling (which will only be held if seats are vacant after 2<sup>nd</sup> round of counselling has been completed in the respective region). **It is clarified that no such conversion will be allowed during 1<sup>st</sup> counselling.**
5. However, final decision regarding seat allocation will be taken by the Government for the academic session 2012-13 and the same will be announced on the University's Website: [www.ipu.ac.in](http://www.ipu.ac.in).

### Note :

The candidates who have passed degree through Distance/Open Education system of any recognized University/ Institute and fail to provide the proof of his/her study centre either in Delhi or Outside Delhi, will not at all be considered for admission in any region, e.g. Delhi Region or Outside Delhi Region.

The candidate must bring in writing the certificate issued by the concerned University imparting Distance/ Open Education stating clearly that the study centre of the candidate is/was in Delhi or Outside Delhi. The I-card or any other document will not be considered as proof of study centre by the Admission Officer.

In case of Self Financing Colleges/Institutes, Sanctioned Intake includes 10% Management Quota seats (as per the CET Code). However, in case of University Schools of Studies, University Maintained Institute and Govt. Institutes there will be no Management Quota.

# 12

## RESERVATION OF SEATS\*

- The Reservation Policy for the University Schools, IGIT, Govt. Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the academic session 2011-12 was as under :-

For University Schools, IGIT and Government Institutions	For Institutions located Outside Delhi in NCR	Self Financing Institutes/Colleges in NCT of Delhi
(i) 85% of the Sanctioned Intake shall be allocated for Delhi Region wherein reservation of seats was as under SC -15% ST -7.5% Def - 5% OBC- 21% PH - 3%	Admission will be made on all India Basis and reservation of seats was as under SC -15% ST -7.5% Def - 5% PH -3%	85% of the total sanctioned intake, except the management seats allocated for Delhi students wherein reservation of seats was as under SC -17% ST -1% Def - 5% PH - 3%
(ii) 15% of the Sanctioned Intake shall be allocated for Outside Delhi Regions wherein reservation of seats will be as under SC -15% ST -7.5% Def - 5% PH -3%		15% of the total sanctioned intake, except the management seats allocated for the Outside Delhi Students wherein reservation of seats was as under SC -15% ST -7.5% Def - 5% PH -3%

**Note 1** The candidate seeking admission under reserved categories /classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate will not be entitled even for provisional admission.

- The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST/DOBC category then he has to bring SC/ST/OBC certificate issued by Govt. of NCT of Delhi and also should have passed his/her qualifying exam from Delhi School/College.
- 10% of the total seats (as per CET Code) will be allocated as management quota seats as per policy of Govt. of NCT of Delhi.

### I. Scheduled Castes and Scheduled Tribes

Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the second counselling of the reserved categories.

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled

Tribe certificates is as under:-

- District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
- Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;

\*RESERVATION POLICY FOR THE ACADEMIC SESSION 2012-13 IS UNDER CONSIDERATION OF THE GOVT. OF NCT OF DELHI. IT WILL BE NOTIFIED ON THE UNIVERSITY'S WEBSITE PRIOR TO COMMENCEMENT OF COUNSELLING FOR THE SESSION 2012-13. THE OBC RESERVATION IS AS PER NOTIFICATION ISSUED BY GOVT. OF NCT OF DELHI.

- iii) Revenue Officer not below the rank of Tehsildar;
- iv) Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

Note :

1. **The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling/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 candidate himself/herself and not in favour of respective parents/guardians.**
2. **In case of married woman applying to any course under reserved category has to produce the caste certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.**

## II. Reservation for Defence Category

In order to claim reservation under Defence Category, the candidate must have qualified CET. The reservation for Defence Category will be in the following order of priority:-

- (i) Widows/Wards of Defence personnel killed in action;
- (ii) Wards of serving personnel and ex-servicemen disabled in action;
- (iii) Widows/wards of Defence personnel who died in peace-time with death attributable to military service;
- (iv) Wards of Defence Personnel disabled in peace-time with disability attributable to military service;
- (v) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Award;
- (vi) Wards of ex-servicemen;
- (vii) Wards of serving personnel.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling/admission. In addition to original entitlement card/document as referred above the candidate will also have to bring the format given in Appendix : 14 duly signed by the competent authority.

Widows or wards of the officers and men of the armed forces who died or disabled in action must also submit a certificate from any one of the following authorities **stating that the death or the disability, as the case may be, was attributable to military service:**

- (i) CO Unit
- (ii) Formation Commander
- (iii) Secretary, Kendriya Sainik Board, New Delhi
- (iv) Secretary, Rajya or Zila Sainik Board
- (v) Officer-in-Charge, Record Office
- (vi) 1st Class Stipendiary Magistrate

In case of retired personnel, the candidate must have some documentary evidence like ECHS card as proof of dependency. In case of serving personnel, a dependent certificate with photograph from the CO of the Unit will be required. This will be in addition to the documents already mentioned above.

Note:

The candidate claiming reservation under Defence Category must bring the original medical release board/medical board papers which should very clearly state that the disability suffered is attributable to military service. In the absence of the documents the admission officer will deny admission under priority (iv).

The list of seniority of Gallantry Awards in their Order of Precedence is as follows:-

- (a) Param Vir Chakra
- (b) Ashok Chakra
- (c) Mahavir Chakra
- (d) Kirti Chakra
- (e) Vir Chakra
- (f) Shaurya Chakra
- (g) Sena/Nao Sena/Vayu Sena Medal\*
- (h) Mention-in-despatch\*\*

Note \* This medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under :-

- (a) Sena Medal (G)/ Nao Sena Medal (G)/Vayu Sena Medal(G) for the medal awarded for Gallantry.
- (b) Sena Medal (D)/ Nao Sena Medal (D)/ Vayu Sena Medal(D) for the medal awarded for Distinguished Service.

\*\* Mention-in-Despatch is also awarded for Gallantry and Distinguished services. Classification of same is made only on specific request.



However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.

### III. Physically Handicapped

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 counselling/admission, which will certify that the applicant is fit for undergoing the said course (Appendix 10). No certificate other than this shall be allowed for availing seat under 'PH' Category.

### IV. Other Backward Category

21% 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, University maintained Institute 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. The reservation for OBC Category is only for candidates who are from Delhi Region.

A list of approved Competent Authorities for the issuance of OBC certificates is as under:-

- i) District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Executive Magistrate.

Note :

1. The required certificate (s) for reserved categories/classes will be essential at the time of the counselling/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 candidate himself/herself and not in favour of respective parents/guardians.

2. In case of married woman applying to any course under reserved category has to produce the caste certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.

### V. Supernumerary Seats for Kashmiri Migrants

One seat, which will be supernumerary in nature is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET-2012. First preference will be given to Kashmiri migrants registered in Delhi upto 11.06.2001. In case of seats remaining vacant Kashmiri migrants settled outside Delhi will be considered. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/admission. (Appendix 11)

**Note:** The candidates claiming seats against Kashmiri Migrants must produce the Appendix 11 duly filled before the Admission Officer as no other document will be accepted by the Admission Officer.

2. The conversion of seats reserved for SC, ST, DEF, PH, OBC, Minority, etc. to General Category shall be done only during the 2nd counselling and no such conversion will be allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
3. However, Final decision regarding reservation policy will be taken by the Government (for the year 2012-13) and the same will be announced on University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) in case of any change(s) in the policy as described in above paragraphs.