

**ADMISSION BROCHURE
FOR
ACADEMIC SESSION 2016-17
(BACHELOR OF VOCATION)**



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, DELHI - 110078

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1. Admission to Bachelor of Vocation Programme(s)

The admissions to the Bachelor of Vocation programmes of studies in the Guru Gobind Singh Indraprastha University (GGSIPU) are primarily through common entrance test (CET) conducted by the University. This admission brochure is to be read in continuation of the previously notified admission brochure (and parts thereof) for the Academic Session 2016-17 and, other notices and circulars of the University notified from time to time.

The University reserves the right to cancel any CET.

Only Indian citizens candidates are eligible for admission through this admission brochure.

Terms and conditions notified in this brochure and Part A of the general admission brochure, and notices and circulars notified time to time on the University website <http://www.ipu.ac.in>, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

1.1 Bachelor of Vocation (B.Voc.) Common Entrance Tests

S.No.	Name of CET	Abbreviated Name of CET	CET Code
1	Bachelor of Vocation Programmes in (a) Applied Arts (Only for Female Candidates) (b) Automobile (c) Construction Technology (d) Interior Design (Only for Female Candidates) (e) Mobile Communications (f) Power Distribution Management (g) Printing and Publishing (h) Refrigeration & Air Conditioning (i) Software Development	BVOC	200

NOTE:

1. All applicants must appear in the appropriate CET for admission.
2. Only CET qualified applicants shall be considered for admission, through the University counselling, subject to fulfillment of eligibility and admission criteria.

1.2 Application Form Fee

All the candidates shall submit application forms only through online mode for the Common Entrance Tests 2016. The application form is available at the University website <http://www.ipu.ac.in>. The application form along with the Common Entrance Test Fee of Rs.1000/- excluding processing charges and taxes, as applicable, shall be available from 31st March, 2016 to 6th May, 2016. The Admit Cards can be downloaded by using candidates log-in ID and password, online.

1.3 Important Dates/Time

1. Start of application submission for CET Code 200 : 31st March, 2016
2. Last date for application submission for CET code 200 : 6th May, 2016
3. The applications should be submitted on or before the last date. On the last date of application, the application can be submitted by 4.00PM only.

1.4 Important Instructions

1. The term "University", in this admission brochure shall mean the Guru Gobind Singh Indraprastha University.
2. The application forms shall be available in the online mode only from the University Website:

<http://www.ipu.ac.in>

3. The last date of application may be extended for any programme or programme group for which a common entrance test is to be conducted by the University.
4. It is the responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission. Appearing for the written examination does not necessarily mean acceptance of eligibility (Chapter 2).
5. The applicants are advised that since the form filling as well as admit cards shall be made available through the online mode only, they must keep the details of their login id and the password secure and safe.
6. Applicants should be careful in choosing the CETs that they apply for, as no change would be permissible after the application has been submitted.
7. From the merit of a specific CET Code, admissions are in general made to a specific set of programmes of studies. This document illustrates the list of programmes to which admissions were made in the academic session 2015-16. The University may add or remove programmes of studies from any or all CET Codes.
8. After the application for any CET is submitted, if there is any mistake in date of birth, spelling mistake in name of applicants or the parents name or in the choice of category claimed for the purpose of availing reservation, the applicant must submit an application in physical form (together with applicable processing fees of Rs. 500/-) to:

Reception, Examination Division, Guru Gobind Singh Indraprastha University, Delhi.

This application must be submitted within 5 working days of the last date of form submission together with the applicable fees. After this no request for any correction shall be entertained.

9. A Separate Application Form has to be filled-in for each programme (s) having distinct CET Code.
10. No separate intimation will be sent to the candidates regarding declaration of results and commencement of counselling/ admission. Result will be declared on University Website (<http://www.ipu.ac.in>). Detailed schedule of first counselling/admissions will be notified prior to commencement of respective counselling, on the University Website (<http://www.ipu.ac.in>). Tentative dates of commencement of first and second counselling shall be notified on or before 16th February, 2016. The schedule may be deferred if the sanctioned intake for the respective programme is not received by the University in time.
11. The University will declare and display the ranks of only those candidates who are declared as qualified in the CET-2016. The candidates will be called for counselling/admission depending upon the number of seats available in each programme. The admissions will be made only out of these qualified candidates strictly in order of merit. The rank of candidates who do not qualify in CET-2016 will not be declared.
12. Applicants should retain a printout of the CET application form as proof of application.
13. In all communications regarding submission of application or otherwise related to admissions, the copy of the application form must be submitted as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.
14. There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.
15. The tentative schedule of counselling together with all appendices shall be notified on the University website <http://ipu.ac.in> on or before 16.02.2016 while the detailed schedule shall be notified after declaration of merit/result of the CET.
16. The list of documents required shall be informed through the detailed counselling schedule as notified on the University website <http://ipu.ac.in>.
17. The candidates are advised to check their status with the help of the login id and password.
18. Write the complete e-mail address and phone number in the form carefully. Please note that this e-mail address and phone number may be used by the University for future communication.
19. The nomenclature of degrees to the admitted programmes of studies shall be as per the notification of the University Grants Commission for "Specification of Degrees".

20. No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU. If at any stage it found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.
21. All candidates desirous of seeking admission to any programme of study and/or any institution (including the University Schools of Studies) affiliated to the University, shall be bound by the conditions as laid down in this admission brochure; and the rules and regulations as enshrined in the University Act, Statutes, Ordinances, notifications and guidelines issued from time to time.
22. For formats of self-declaration / affidavits / undertakings required at the time of admissions, all candidates are advised to see PART - B of the Admission Brochure.
23. All admitted students to any programme / institution (affiliated institutions of the University and / or University Schools of Studies) and their parents/guardian shall have to give an affidavit / undertaking for not indulging in any Ragging during the tenure of the student in the University.
24. The guidelines specified in this admission brochure are without prejudice to any measures undertaken by the University in compliance of any law or directions of the Hon'ble Courts; or any directions / notifications of the Government of NCT of Delhi and / or Government of India.

2. Eligibility Conditions & Admission Criteria

The eligibility conditions specified below is for the general / open category of admissions are specified herein. For relaxation of eligibility conditions for reserved categories, please refer to the Chapter - 6 entitled "Reservation Policy".

2.1 Bachelor of Vocation (B.Voc.)

S. No.	Name of CET	CET Code	ELIGIBILITY CONDITIONS & ADMISSION CRITERIA
1	Bachelor of Vocation (a) Applied Arts (Only for Female Candidates) (b) Automobile (c) Construction Technology (d) Interior Design (Only for Female Candidates) (e) Mobile Communications (f) Power Distribution Management (g) Printing and Publishing (h) Refrigeration & Air Conditioning (i) Software Development	200	<p>Eligibility Conditions:</p> <p>A. For Applied Arts and Interior Design Specialization</p> <ol style="list-style-type: none"> 1. Only for girl/female candidates 2. Pass in 12th Class of 10+2 pattern of CBSE or equivalent with Physics, Chemistry and Mathematics as subject. Provided the candidate has passed in each subject separately. Candidate must additionally have passed English as a subject of study (core/ elective/ functional) in the qualifying examination. <p style="text-align: center;">OR</p> <p style="text-align: center;">10+2 year ITI in relevant discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Three year diploma in any discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">NSQF Level IV in relevant discipline</p> <p>B. For Automobile, Construction Technology, Power Distribution Management, Printing & Publishing, Software Development Specialization</p> <p>Pass in 12th Class of 10+2 pattern of CBSE with English as a subject of study (core/ elective/ functional) in the qualifying examination. Provided the candidate has passed in each subject separately.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">10+2 year ITI in relevant discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Three year diploma in any discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">NSQF Level IV in relevant discipline</p> <p>C. For Mobile Communication and Refrigeration & Air Conditioning Specialization</p> <p>Pass in 12th Class of 10+2 pattern of CBSE or equivalent with Physics, Chemistry and Mathematics as subject. Provided the candidate has passed in each subject separately. Candidate must additionally have passed English as a subject of study (core/ elective/ functional) in the qualifying examination.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">10+2 year ITI in relevant discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Three year diploma in any discipline</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">NSQF Level IV in relevant discipline</p> <p>Admissions Criteria: Applicants must appear in the CET conducted. The admissions would be based on the merit / rank in the CET and the eligibility conditions.</p> <p>Note: Candidates with Diploma in Architecture are not eligible.</p>

3. Schedule and Syllabus of Common Entrance Test**3.1 Bachelor of Vocation (B.Voc.) Common Entrance Test**

S. No.	CET	CET Code	Subjects of Entrance Test*	Date, Day & Time of CET - 2016	Date & day of Declaration of CET Result**
1	BVOC	200	(I) English Language & Comprehension - (30%) (II) Numerical Reasoning - (30%) (III) Logical Reasoning - (20%) (IV) General Awareness including Computer Awareness - (20%)	21.05.2016 (Saturday) 10:30 A.M. to 01:00 P.M..	03.06.2016 (Friday)

NOTE:

* Syllabi for CET shall be upto 12th class under the 10+2 Scheme, for the students passing class 12th in the year 2016.

** Result shall be declared on or before the notified date.

4. CET Admit Card

1. The Admit Card will be available online, 7 days before the date of the CET. The Admit Cards may be downloaded from the candidates individual account using log-in ID and password from the website which was used for filling up the application form.
2. No candidate will be allowed to enter the Examination Hall without the valid CET Admit Card 2016, issued by the University.
3. Candidates are required to carry two printouts of the admit card at the time of CET. One copy of the admit card should be retained by the candidate after getting it signed by the Invigilator. The second copy should be handed over to the Invigilator for University records. Both the copies shall require a passport sized photograph of the candidate is pasted. Candidates are advised to keep two copies of the photograph uploaded at the time of form filling handy for this purpose for each CET applied for.
4. Candidate must preserve the CET Admit Card till the admission procedure is over as it has to be handed over to the Admission Officer at the time of counselling/admission.
5. Request for issue of duplicate Admit Card will not be entertained after the Common Entrance Test (under any circumstances).
6. No claim of having filled up the Application Form and non-receipt of admit card will be admissible after the CET.
7. Impersonation is a punishable offence. No candidate will be permitted to appear in CET without the Admit Card. The admit card should be presented to the invigilator(s) for verification. The candidate's identity will be verified in respect of his/her details on the admit card/centre verification record. If the identity is doubtful, the candidate may not be allowed to appear in the examination. The authorities may permit the candidates to appear for the examination after completing the necessary formalities (visible mark of identification) at their discretion. No extra time will be allowed for these formalities to be completed. Police action will be initiated in case of dubious identity.
8. In case of non receipt of Admit Card the candidate may contact Office of Controller of Examinations (Operations) at GGSIP University, Sector 16C , Dwarka, New Delhi 110078 at least 5 days before the scheduled commencement of respective CET. The application in this regard must be supported by a copy of the printed version of the application form and proof of payment of requisite fee for the CET. Without the submission of these two documents, no application in regard to non-receipt of admit cards shall be entertained, the application in this regard shall be deemed incomplete and rejected without intimation to the applicant.

5. Seat Allocation

5.0 Abbreviations

NCR: National Capital Region.

NCT of Delhi: National Capital Territory of Delhi.

GATE: Graduate Aptitude Test in Engineering

5.0.1 Important Note

The policy as stated in the admission brochure is subject to the change in compliance of the University and/or Government of NCT of Delhi policies as notified from time to time, on or before the date of commencement of first counselling.

5.1 Bachelor of Vocation(B.Voc.) Common Entrance Test

5.1.1 Non-Minority Colleges/Institutes located in NCT / NCR of Delhi

- a) 85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/Institute located in NCT of Delhi. These seats will be filled up through the merit /rank list of the respective CET Code prepared for Delhi Region candidates. The candidates who have passed the qualifying examination 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 will be of the candidate only.
- b) 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-2016 prepared for Outside Delhi Region Candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres outside Delhi will be considered as Outside Delhi Region Candidates but the responsibility to provide proof of his/her study centre outside Delhi will be of the candidate only.

5.1.2 Minority Institutions

The seats would be allocated on an all India basis in institutions that have a minority status.

Note for Section 5.1:

1. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre issued by the respective Board / University of being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region Category.
2. **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 for the programmes for which offline counseling will be done during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counselling. Instructions for the programme for which online counseling is done, are mentioned later in the Admission brochure.
3. In case of Self Financing Colleges/Institutes (except Minority Institutions), Sanctioned Intake includes 10% Management Quota (unless surrendered by the respective college/institute) seats

(as per the CET Code). However, in case of University Schools of Studies and Govt. Institutes there will be no Management Quota.

6. Reservation Policy

6.0 Abbreviations

D	: Delhi Region
OD	: Outside Delhi Region
GEN	: General Category
SC	: Scheduled Caste
ST	: Scheduled Tribe
Def	: Defence
PWD	: Persons With Disability
OBC	: Other Backward Castes
MGMT	: Management Quota
DSC	: Delhi region Scheduled Caste
DST	: Delhi region Scheduled Tribe
Ddef	: Delhi region Defence
DPWD	: Delhi region Persons With Disability
DOBC	: Delhi region Other Backward Castes
ODSC	: Outside Delhi region Scheduled Caste
ODST	: Outside Delhi region Scheduled Tribe
ODDef	: Outside Delhi region Defence
ODPWD	: Outside Delhi region Persons With Disability
AISC	: All India region Scheduled Caste
AIST	: All India region Scheduled Tribe
AIDef	: All India region Defence
AIPWD	: All India region Persons With Disability
KM	: Jammu and Kashmir Migrants

6.0.1 Relaxation in Eligibility

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:

Relaxation of any kind, as mentioned above and elsewhere in this Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking these relaxation/s, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.

6.1 Bachelor of Vocation Programmes

The Reservation Policy for the University Schools, Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the academic session 2016-17 for these CETs is as:-

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI - 110078

For University Schools of Studies and Government Institutions Located in NCT of Delhi ¹	For Institutions Located Outside Delhi in NCR except minority status institutions ²	Self Financing Institutions Located in NCT of Delhi except minority status institutions ³																																							
<p>85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under:</p> <table style="width: 100%; border: none;"> <tr><td>DSC</td><td>-</td><td>15%</td></tr> <tr><td>DST</td><td>-</td><td>7.5%</td></tr> <tr><td>DDef</td><td>-</td><td>5%</td></tr> <tr><td>DPWD</td><td>-</td><td>3%</td></tr> <tr><td>DOBC⁴</td><td>-</td><td>27%</td></tr> </table>	DSC	-	15%	DST	-	7.5%	DDef	-	5%	DPWD	-	3%	DOBC ⁴	-	27%	<p>85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under:</p> <table style="width: 100%; border: none;"> <tr><td>DSC</td><td>-</td><td>17%</td></tr> <tr><td>DST</td><td>-</td><td>1%</td></tr> <tr><td>DDef</td><td>-</td><td>5%</td></tr> <tr><td>DPWD</td><td>-</td><td>3%</td></tr> </table>	DSC	-	17%	DST	-	1%	DDef	-	5%	DPWD	-	3%	<p>85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under:</p> <table style="width: 100%; border: none;"> <tr><td>DSC</td><td>-</td><td>15%</td></tr> <tr><td>DST</td><td>-</td><td>7.5%</td></tr> <tr><td>DDef</td><td>-</td><td>5%</td></tr> <tr><td>DPWD</td><td>-</td><td>3%</td></tr> </table>	DSC	-	15%	DST	-	7.5%	DDef	-	5%	DPWD	-	3%
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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 shall not be entitled / eligible for admission against reserved seat, even on the basis of any undertaking.
2. 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/She 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.
3. 10% of the total seats (as per CET Code) will be allocated as management quota (unless surrendered by the college/institute) seats as per policy of Govt. of NCT of Delhi in self financing institutions. However in University Schools of Studies, Minority status Institutions and Government Institutions, there will be no Management Quota.

6.1.1 Scheduled Castes and Scheduled Tribes

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. 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 last but one counselling of the reserved categories (That is, if there are three rounds of counselling, after the third round of counselling for the reserved category, the vacant / unallocated seats of reserved counselling shall be unreserved and offered to the unreserved / general /open category candidates in the last round of counselling).

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe 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, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;

- ii) Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
- 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 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 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 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.
2. 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.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
4. However for Central Government Institutions, seat allocation is on all India basis among the category of seats including SC/ST.

6.1.2 Defence Category

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. The reservation for Defence Category will be in the following order of priority:-

- | | | |
|--------------|---|---|
| PRIORITY I | - | Widows/ wards of Defence Personnel/ Para Military Personnel killed in action. Required Certificate: Proof in Original. |
| PRIORITY II | - | Wards of serving Defence personnel and ex-servicemen/ Para Military Personnel disabled in action. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services. |
| PRIORITY III | - | Widows/ wards of Defence Personnel/ Para Military Personnel who died in peace time with death attributable to Military Service. Required Certificate: Original death certificate clearly indicating the cause of death is attributable to Military Services. |
| PRIORITY IV | - | Wards of Defence Personnel / Para Military Personnel disabled in peace time with disability attributable to Military Service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services. |
| PRIORITY V | - | Wards of serving Defence personnel and ex-servicemen / Para-Military /Police Personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the following Gallantry Awards shall be considered: <ol style="list-style-type: none">1. Param Vir Chakra2. Ashok Chakra3. Sarvottam Yudh Seva Medal4. Mahavir Chakra |

5. Kirti Chakra
6. Uttam Yudh Seva Medal
7. Vir Chakra
8. Shaurya Chakra
9. Yudh Seva Medal
10. Sena, Nau Sena, Vayu Sena Medal

PRIORITY VI - Wards of Ex-serviceman (Defence Personnel only). Required Certificate: Original ex-servicemen Identity Card/ discharge book/ PPO (Pension Payment Order).

PRIORITY VII - Wards of serving personnel (Defence Personnel only). Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

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 relevant format as per Appendix 1 (Appendices shall be displayed on the University website by 16th February, 2016) duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category in effect at the time of notification of the counselling detailed schedule shall be used for admission of the academic session 2016-17.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
 - i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. 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.s
2. The expansion of the defence category to paramilitary (for priority I to priority V) and the inclusion of police personnel for priority V is as per the policy of the Govt. of NCT of Delhi, notified through the order No.F 6(32)/CC/2012-13/166 dated 11-04-2013.
3. For admission to a seat reserved for Defence Category:
 - i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel or from the Home Ministry in case of Para-Military forces.
 - ii. The Children/ Widow of the officers and men of Armed forces including paramilitary personnel who died or disabled on duty must submit a certificate to that effect from the following authorities.
 - i. Secretary, Kendriya Sainik Board.
 - ii. Secretary, Rajya/ Zila Sainik Board.
 - iii. Officer-in-Charge, Record Office.

Note: A statement to the effect that “the death/ disability is attributed to military service” is required to be included in the certificate.
4. However, for Dr. R.M.L Hospital & PGIMER and Vardhman Mahavir Medical College, seat allocation is on all India basis among the category of seats including Defence.

6.1.3 Persons With Disabilities

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 (as per Appendix 2 to be notified on the University website on or before 16th February, 2016). 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.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including PWD.

6.1.4 Other Backward Castes

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 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 or any state government 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 be accepted for claiming a seat under OBC Category if and only if the caste is in the list of notified OBC list by Govt. of NCT of Delhi. Reservation in OBC Category is not applicable for Master's Level and Post Graduate Diploma programmes. The non-creamy layer certificate should be issued after 1st April, 2016.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC.

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.

6.1.5 Minority Institutions

Some of the self - financing institutions affiliated to the University have a minority status. In these institutions a part or all the seats are reserved for the (concerned) minority. For the remaining seats (sanctioned intake minus the seats reserved for the minority community) shall have statutory reservations as for self-financing institutions.

6.1.6 Jammu & Kashmir 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-2016. 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. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled.

NOTE FOR SECTION 6.1:

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/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.

3. The conversion of seats reserved for SC, ST, DEF, PWD, Minority, etc. to General Category shall be done only after the completion of last counselling for the reserved categories 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.
4. Any change in the reservation policy will be taken by the Government of NCT of Delhi (for the academic session 2016-17) and the same will be announced on University's Website (www.ipu.ac.in).
5. Clarification for Admissions in Reserved Category: Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - i. If 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.
 - ii. 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.
 - iii. 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.

7. Preparation of CET Merit

7.1 Bachelor of Vocation Programme CET

The inter-se-merit of candidates securing equal aggregate marks in Common Entrance Test will be determined according to the following criteria:

- i. The candidates getting higher marks in Numerical Reasoning part of CET shall rank higher.
- ii. In case of candidates securing equal marks in the aggregate as well as in Numerical Reasoning separately in CET, then the candidate getting higher marks in Logical Reasoning shall rank higher.
- iii. In case of tie in (i) and (ii) above, the candidate older in age shall rank higher.

8. Offline Counselling Procedure

8.1 Admission Through First Counselling

8.1.1 Applicable to B.Voc. Programmes

1. Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed on or before 5.00 p.m. on the University's Website (www.ipu.ac.in) one week (05 working days) prior to commencement of counselling. Venue of Counselling & list of institutions along with the intake in the respective programme/s for Academic Session 2016-17 will be notified on the University's Website before the commencement of counselling.
2. The candidates should report at the notified venue, on the scheduled date and time for counselling/admission in-person along with the documents mentioned in the detailed counselling schedule. On reaching the venue, the candidates must mark the Attendance available with the admission officer. Allotment of seats to the candidates will be made only when he/ she attends the counselling session in person.
3. The counselling processing fee shall be Rs. 1000/- (non-refundable). This fee shall be required to be paid by any (qualified) candidate desirous of taking admission.
4. Firstly, the candidates will be called in order of merit/rank. The candidates shall have to produce the required documents for verification. Depending upon the merit and eligibility, the seats will be offered to the candidates as per availability of seat at that point of time. Each candidate will have to choose from/ out of those available when his/her turn comes.
5. 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.
6. 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 for a particular category to which he/she belongs.
7. A candidate who is allotted a seat will be required to pay notified fee 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.
8. 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.
9. 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, no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.
10. 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 the

University Website. Parents/candidates are advised to check the University 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.

11. The 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.

8.1.2 Withdrawal of Admission after First Counselling and Refund of Fees

1. The candidates after getting admission in first counselling will be allowed to withdraw the admissions upto 5.00 p.m. of the dates detailed in the 1st counselling schedule. All the requests for withdrawal of admission in the prescribed performa (which shall be provided as a part of the detailed counselling notification) are to be submitted at the **Reception Counter, Admission Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078**. 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.
2. In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the fee will be refunded to the candidate after deduction of Rs.1,000/- for all programmes.
3. No request for withdrawal of admission will be entertained after 5.00 p.m. of the dates as detailed in the 1st counselling schedule. The fee will be refunded only if the application reaches the office of Incharge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078, before the said date and time. A proper receipt will be issued by the office of Admission Branch when the candidate submits his/her application for withdrawal of Admission within prescribed date & time alongwith documents as given in the 1st Counselling schedule. The withdrawal application without the relevant documents will not be entertained. Any withdrawal 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.
4. Request of withdrawal of admission shall not be entertained through post/email/fax. Candidates are requested to submit prescribed withdrawal application form with original fee slip at Reception Counter, Admission Branch before the prescribed withdrawal date and time.
5. 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 **Incharge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078**, before the said date and time.

8.2 Procedure for Second Counselling

8.2.1 Applicable for BVOC CET

1. 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. The Second Counselling for all the programmes will be tentatively 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 shall start on 1st August, 2016.
2. The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) 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 against the resultant vacancies.

3. Candidates who attended the first counselling and paid the counselling processing fee of Rs. 1000/- shall not be required to pay the counselling processing fee to participate in the 2nd counselling.
4. Candidates who did not attend the first counselling or did not pay the counselling processing fee of Rs. 1000/- shall be required to pay the counselling processing fee to participate in the 2nd counselling.
5. 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.
6. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and 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.
7. 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).
8. The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counseling, 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, or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute 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.
9. 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.
10. 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. Candidates once enrolled in the University at the end of counselling will not be considered for admission through Management Quota.
11. The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
12. Open House Counselling: Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that 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 the concerned programme/CET and has reported for counselling on that 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 the concerned programme/CET and has reported for counselling on that day. A counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling. The schedule of the open house counselling shall be notified on 4th August, 2016.
13. A candidate taking admission in the 2nd Round of Counselling will not be entitled to withdraw the admission. In case a candidate drops out either during 2nd counselling or 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.
14. Management Quota: Only CET qualified candidates will be considered for admission through Management Quota in self financing affiliated institutions. The eligibility criteria for such candidates will be the same as for those admitted through counselling. The candidates are required to produce the original Admit Card for admission through Management Quota.
15. 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).

16. The Academic Session would commence w.e.f. 1st August, 2016. All the candidates who get admission in First Counselling must report to their respective Institutes/ University Schools of Studies as per schedule to be notified on the University website.

Note:

1. 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.
2. All candidates who have taken admission in any programme in 1st/2nd counselling/Open house counselling must report in the college as per date notified in the University counselling notifications on the University website. Failure to report in University School/College/Institute by the notified date, without proper exemption from University School/College/Institute shall result in automatic cancellation of admission and the fees paid shall be forfeited.

Note: The last date for all kind of admissions will be 15th August, 2016. For students admitted provisionally under clauses enumerated in the admission brochure, 2016 (admission based on any undertaking, wherever permitted), the provisionally admitted students must ensure that they submit the requisite documents to the Institution admitted to on or before 15th October, 2016 (1st / 2nd Counselling). The Institutions must verify the eligibility of all students and submit a report to the Admissions branch of the University by due date. For the open house counselling, eligibility conditions (including all documents/marksheets) shall be submitted by / produced by the candidate at the time of counselling. This condition shall be different for MBBS, BDS, PGMC and SSMC, and shall be notified separately.

8.3 General Guidelines

1. All admissions are based on the merit list for the respective CET code.
2. Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Court.
3. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure will be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer of the University as may be deemed appropriate by him.
4. Each student admitted to a Degree/Diploma/Certificate course shall strictly submit himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
5. The admission of any admitted student shall be terminated if the student is not regular and absent unauthorisedly/without prior permission.
6. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure shall be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer (not below the rank of a Professor for teaching and not below the rank of a Joint/Deputy Registrar or equivalent) of the University as may be deemed appropriate by him.
7. After 31st July, 2016, the vacant seats available in any school of study/institution of the University, shall be filled as per guidelines of the Government of NCT of Delhi and / or policy of the University. Separate Notification in this regard shall be issued by the University.
8. **Management Quota:** 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 in self financing institutions. However in University Schools of Study, Government Institutions and self-financing minority status institutions, there shall be no Management Quota.
9. Admissions through Management Quota shall be done by respective colleges before 31st July 2016 as per schedule to be notified by the University.
10. A candidate, who has taken admission through online / offline counselling or in the Spot / open house Counselling, shall not be eligible for admission in Management Quota Seats.

11. If any candidate, who is admitted in the online or in the offline counselling wishes to opt for Management Quota, he/she should withdraw his/her admission within the specified date and time as detailed later.

9. Mode of Conduct of CET

9.1 Scheme of the Tests

9.1.1 Scheme of the Test

1. The test paper will contain 150 objective-type questions in all. Out of these, only one correct; or most appropriate answer should be selected and marked on the OMR answer sheet;
2. Each question shall carry four marks. There will be negative marking for incorrect answer. One mark will be deducted for each incorrect answer.
3. The written test will be of two and a half hour duration and will carry 600 marks.
4. The medium of the tests will be English only;
5. Candidates should bring a black ball point to the Examination hall for writing/marketing responses (darkening the ovals) on OMR answer sheets. Use of pencil is not allowed.
6. For those who are unable to appear in the test on the scheduled date for any reason, retest will not be held by the University under any circumstances. No refund of fee is permissible.

9.2. Reporting for the Test

1. The Candidate should report at the Examination centre 30 minutes prior to the time of commencement of CET 2016.
2. No candidate will be allowed to enter in the Examination hall after the commencement of CET 2016.
3. No candidate will be allowed to leave the examination hall before the prescribed time for CET is over.
4. Candidate should leave Examination Hall only after handing over OMR answer sheet and test booklet to the Invigilator.

9.3. Expected Behaviour and Discipline during the Test

1. If any candidate is found using any UNFAIR MEANS or does not observe discipline during conduct of the Common Entrance Test, the University will take necessary disciplinary action against such candidate(s).
2. No candidate should carry any textual material, printed or written, bits of papers or any other material except the admit card (without envelope) inside the examination hall. If the candidate is found to be copying or conversing with other candidate(s) or having in his/her possession papers, notes or books/ any electronic material with or without relevant text, he/she will be disqualified from taking the Test and the next one or two such Tests depending on the nature of offense. This shall be treated as the use of unfair means.
3. Carrying of cell phone, pager, calculator pen or any other electronic gadgets to the Examination Centre is strictly prohibited. The University will neither make any arrangement for the safe custody of any of these items nor will be responsible for loss of any such item. Hence, the parents may counsel their wards for not carrying such items with them while going to respective examination centres for taking the CET. If the candidate is found in possession of such gadgets during the examination/test, it shall be treated as the use of unfair means.
4. Candidates must not obtain or give or attempt to obtain or to give undesirable assistance of any kind during the Test, as it shall be treated as the use of unfair means.
5. Any attempt to note down questions during the test or to take away pages from the Test Booklet will be viewed very seriously, and invite legal action. This shall be treated as the use of unfair means.
6. Candidate shall maintain perfect silence during examination/CET; attend to their papers only. Any conversation, gesticulation or causing disturbance during the Test will be deemed to be an act of misbehavior and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair means, he/she will be disqualified from taking the test.
7. The decision in regard of usage of unfair means shall be taken by the University on the report

of the centre superintendent of the test centre, on the recommendation of a constituted committee by the Controller of Examinations (Operations) of the University. The constitution of the committee shall be done by the Controller of Examinations (Operations).

9.4. Instructions for The Common Entrance Test 2016

1. The Common Entrance Test shall be based on the the topics as specified in the CET syllabus section.
2. The candidates are required to report at their respective Examination Centre at least half an hour before the CET along with two copies of their Admit Card issued by the University. **No candidate will be allowed to enter the CET Centre after the scheduled commencement of exam.**
3. The Each candidate will be given a sealed Test Booklet and OMR answer sheet five minutes before the commencement of the test.
4. The OMR answer sheet is of special type which will be scanned by an optical scanner.
5. Immediately on receipt of the Test Booklet, each candidate shall fill in the required particulars on the cover page of the Test Booklet with a black ballpoint pen only. He/she shall not open the seal of the Test Booklet until asked to do so by the invigilator.
6. Candidates will then write the required particulars on OMR answer sheet with a black ballpoint pen. After this, they will wait for the signal by the invigilator to start marking the responses.
7. The Test will start exactly at the time mentioned on the Admit Card and an announcement to start will be made by the invigilator.
8. While the test is in progress, the invigilator will check the Admit Cards of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signature in the space provided for the purpose on the OMR answer sheet as well as on the Admit Card.
9. The candidate will have to sign the Attendance Sheet against his/her CET Roll Number.
10. A signal will be given at the beginning of the Test. A signal will also be given at the closing time when the candidates must stop marking the responses.
11. After completing the Test and before handing over the Test Booklet and the OMR answer sheet to the invigilator, the candidates are advised to make sure that all the particulars required in the Test Booklet and the OMR answer sheet have been correctly written, i.e.CET Roll Number, Name of the Candidate,CET Code, Centre Code, Test Booklet Number, Test Booklet Code, CET name.
12. No candidate will move out of the examination hall until the time prescribed for the Test is over.
13. No candidate will take away the Test Booklet and/or the OMR answer sheet from the examination hall. Taking away of the test booklet or the OMR answersheet shall be treated as the usage of unfair means.
14. A candidate must bring his/her own black ball point pen to fill the answers in ovals of OMR answer sheet. In case the ovals are filled by any instrument other than the black ball point pen, then the answer sheet may be rejected by the optical scanner when the same is being scanned. In all such cases, the responsibility shall rest on the candidates.
15. The candidate must ensure that the answer sheet is not folded. Also, he/she should not make any marks or write any kind of description on it.
16. Candidates are advised to be sure about the correct answer before they darken the oval with black ball point pen. They should also ensure that the each oval is completely darkened with black ball point pen, partially or faintly darkened ovals may be rejected by the optical scanner. It may also be negatively marked.
17. Each question carries four marks. For each incorrect response, one mark will be deducted from the total number of marks obtained by the candidate. No deduction from the total marks will, however, be made if no response to a question is indicated. If a candidate darkens more than one oval against a question, it will be deemed to be an incorrect answer and will be negatively marked.
18. A question in which multiple ovals are darkened shall be deemed to be answered wrong.
19. The Test Booklet Code filled in by the candidate in the OMR answer-sheet will be accepted as final for the purpose of evaluation. When the space for the Booklet Code is left blank or more

than one booklet code is indicated therein, it will be deemed to be an incorrect booklet code and the answer sheet will not be evaluated. The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the Test Booklet Code.

20. No candidate should do any rough work on the OMR answer-sheet. Rough work, if any, is to be done only in the Test Booklet at the space provided.
21. Candidates should check to make sure that the Test Booklet contains the number of pages as mentioned on the top of the first page. In case the numbers do not tally, it should be immediately brought to the notice of the invigilator. The candidates shall not remove any page(s) from the Test Booklet and if any page(s) is (are) found missing from a candidate's booklet, he/she shall be liable for prosecution under relevant provisions of Indian Penal Code.
22. In case of any confusion, invigilator may be contacted.
23. No candidate, without the specific permission of the Centre Superintendent or the invigilator concerned, shall leave his/her seat in the examination hall until he/she has finished his/ her paper and handed over the Test Booklet and the OMR answer-sheet to the invigilator on duty. Failure to do so may be treated as usage of unfair means.
24. Smoking in the examination hall during the hours of the Test is strictly prohibited.
25. Tea, coffee, cold drinks or snacks are not allowed inside the examination hall during the Test.
26. Candidates shall maintain perfect silence and attend to their papers only. Any conversation, gesticulation or causing disturbance in the examination will be deemed to be an act of misbehaviour and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair means, his/ her candidature shall be cancelled and he/she will be liable to be debarred from taking the entrance tests either permanently or for a specified period depending upon the nature of the offense, in addition to any other action which may be taken under the Indian Penal Code.
27. If any candidate is found using any unfair means at any stage of admission process or does not observe discipline during the conduct of the Entrance Test, his/her candidature is liable to be cancelled, as such behaviour shall be deemed as the usage of unfair means.
28. The results of the CETs shall only be declared on the University website www.ipu.ac.in on or before the scheduled date of result declaration. There shall be no separate communication in this regard.
29. If any candidate is aggrieved by his/her declared result of CET, he/she may, within a week (at most 05 working days), apply for inspection of his/her OMR answersheet, relevant question booklet and answer key and submit specific objections / grievances in specified performa along with a fee of Rs. 1000/- to be paid in the form of bank challan deposited at the Indian bank branch located in the University campus. Specific objections/grievances (if any) so received from the candidates, shall be put before a committee constituted for the purpose by the Controller of Examinations(Operations) of the University. On the advice of the duly constituted committee, appropriate action which may include revision of result, if necessary, shall be taken by the Controller of Examinations (Operations), of the University.

9.5. Specimen copy of the OMR answer sheet

Specimen copy of the OMR answer sheet to be used for the Test, is as:

USE BLACK BALL POINT PEN ONLY

9. BOOKLET CODE SECTION - I

(A)
(B)
(C)
(D)

10. BOOKLET NUMBER SECTION-I

0 0 0 0 0 0
1 1 1 1 1 1
2 2 2 2 2 2
3 3 3 3 3 3
4 4 4 4 4 4
5 5 5 5 5 5
6 6 6 6 6 6
7 7 7 7 7 7
8 8 8 8 8 8
9 9 9 9 9 9

11. BOOKLET CODE SECTION - II

(A)
(B)
(C)
(D)

12. BOOKLET NUMBER SECTION-II

0 0 0 0 0 0
1 1 1 1 1 1
2 2 2 2 2 2
3 3 3 3 3 3
4 4 4 4 4 4
5 5 5 5 5 5
6 6 6 6 6 6
7 7 7 7 7 7
8 8 8 8 8 8
9 9 9 9 9 9

Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response
001	1 2 3 4	051	1 2 3 4	101	1 2 3 4	151	1 2 3 4	201	1 2 3 4	251	1 2 3 4
002	1 2 3 4	052	1 2 3 4	102	1 2 3 4	152	1 2 3 4	202	1 2 3 4	252	1 2 3 4
003	1 2 3 4	053	1 2 3 4	103	1 2 3 4	153	1 2 3 4	203	1 2 3 4	253	1 2 3 4
004	1 2 3 4	054	1 2 3 4	104	1 2 3 4	154	1 2 3 4	204	1 2 3 4	254	1 2 3 4
005	1 2 3 4	055	1 2 3 4	105	1 2 3 4	155	1 2 3 4	205	1 2 3 4	255	1 2 3 4
006	1 2 3 4	056	1 2 3 4	106	1 2 3 4	156	1 2 3 4	206	1 2 3 4	256	1 2 3 4
007	1 2 3 4	057	1 2 3 4	107	1 2 3 4	157	1 2 3 4	207	1 2 3 4	257	1 2 3 4
008	1 2 3 4	058	1 2 3 4	108	1 2 3 4	158	1 2 3 4	208	1 2 3 4	258	1 2 3 4
009	1 2 3 4	059	1 2 3 4	109	1 2 3 4	159	1 2 3 4	209	1 2 3 4	259	1 2 3 4
010	1 2 3 4	060	1 2 3 4	110	1 2 3 4	160	1 2 3 4	210	1 2 3 4	260	1 2 3 4
011	1 2 3 4	061	1 2 3 4	111	1 2 3 4	161	1 2 3 4	211	1 2 3 4	261	1 2 3 4
012	1 2 3 4	062	1 2 3 4	112	1 2 3 4	162	1 2 3 4	212	1 2 3 4	262	1 2 3 4
013	1 2 3 4	063	1 2 3 4	113	1 2 3 4	163	1 2 3 4	213	1 2 3 4	263	1 2 3 4
014	1 2 3 4	064	1 2 3 4	114	1 2 3 4	164	1 2 3 4	214	1 2 3 4	264	1 2 3 4
015	1 2 3 4	065	1 2 3 4	115	1 2 3 4	165	1 2 3 4	215	1 2 3 4	265	1 2 3 4
016	1 2 3 4	066	1 2 3 4	116	1 2 3 4	166	1 2 3 4	216	1 2 3 4	266	1 2 3 4
017	1 2 3 4	067	1 2 3 4	117	1 2 3 4	167	1 2 3 4	217	1 2 3 4	267	1 2 3 4
018	1 2 3 4	068	1 2 3 4	118	1 2 3 4	168	1 2 3 4	218	1 2 3 4	268	1 2 3 4
019	1 2 3 4	069	1 2 3 4	119	1 2 3 4	169	1 2 3 4	219	1 2 3 4	269	1 2 3 4
020	1 2 3 4	070	1 2 3 4	120	1 2 3 4	170	1 2 3 4	220	1 2 3 4	270	1 2 3 4
021	1 2 3 4	071	1 2 3 4	121	1 2 3 4	171	1 2 3 4	221	1 2 3 4	271	1 2 3 4
022	1 2 3 4	072	1 2 3 4	122	1 2 3 4	172	1 2 3 4	222	1 2 3 4	272	1 2 3 4
023	1 2 3 4	073	1 2 3 4	123	1 2 3 4	173	1 2 3 4	223	1 2 3 4	273	1 2 3 4
024	1 2 3 4	074	1 2 3 4	124	1 2 3 4	174	1 2 3 4	224	1 2 3 4	274	1 2 3 4
025	1 2 3 4	075	1 2 3 4	125	1 2 3 4	175	1 2 3 4	225	1 2 3 4	275	1 2 3 4
026	1 2 3 4	076	1 2 3 4	126	1 2 3 4	176	1 2 3 4	226	1 2 3 4	276	1 2 3 4
027	1 2 3 4	077	1 2 3 4	127	1 2 3 4	177	1 2 3 4	227	1 2 3 4	277	1 2 3 4
028	1 2 3 4	078	1 2 3 4	128	1 2 3 4	178	1 2 3 4	228	1 2 3 4	278	1 2 3 4
029	1 2 3 4	079	1 2 3 4	129	1 2 3 4	179	1 2 3 4	229	1 2 3 4	279	1 2 3 4
030	1 2 3 4	080	1 2 3 4	130	1 2 3 4	180	1 2 3 4	230	1 2 3 4	280	1 2 3 4
031	1 2 3 4	081	1 2 3 4	131	1 2 3 4	181	1 2 3 4	231	1 2 3 4	281	1 2 3 4
032	1 2 3 4	082	1 2 3 4	132	1 2 3 4	182	1 2 3 4	232	1 2 3 4	282	1 2 3 4
033	1 2 3 4	083	1 2 3 4	133	1 2 3 4	183	1 2 3 4	233	1 2 3 4	283	1 2 3 4
034	1 2 3 4	084	1 2 3 4	134	1 2 3 4	184	1 2 3 4	234	1 2 3 4	284	1 2 3 4
035	1 2 3 4	085	1 2 3 4	135	1 2 3 4	185	1 2 3 4	235	1 2 3 4	285	1 2 3 4
036	1 2 3 4	086	1 2 3 4	136	1 2 3 4	186	1 2 3 4	236	1 2 3 4	286	1 2 3 4
037	1 2 3 4	087	1 2 3 4	137	1 2 3 4	187	1 2 3 4	237	1 2 3 4	287	1 2 3 4
038	1 2 3 4	088	1 2 3 4	138	1 2 3 4	188	1 2 3 4	238	1 2 3 4	288	1 2 3 4
039	1 2 3 4	089	1 2 3 4	139	1 2 3 4	189	1 2 3 4	239	1 2 3 4	289	1 2 3 4
040	1 2 3 4	090	1 2 3 4	140	1 2 3 4	190	1 2 3 4	240	1 2 3 4	290	1 2 3 4
041	1 2 3 4	091	1 2 3 4	141	1 2 3 4	191	1 2 3 4	241	1 2 3 4	291	1 2 3 4
042	1 2 3 4	092	1 2 3 4	142	1 2 3 4	192	1 2 3 4	242	1 2 3 4	292	1 2 3 4
043	1 2 3 4	093	1 2 3 4	143	1 2 3 4	193	1 2 3 4	243	1 2 3 4	293	1 2 3 4
044	1 2 3 4	094	1 2 3 4	144	1 2 3 4	194	1 2 3 4	244	1 2 3 4	294	1 2 3 4
045	1 2 3 4	095	1 2 3 4	145	1 2 3 4	195	1 2 3 4	245	1 2 3 4	295	1 2 3 4
046	1 2 3 4	096	1 2 3 4	146	1 2 3 4	196	1 2 3 4	246	1 2 3 4	296	1 2 3 4
047	1 2 3 4	097	1 2 3 4	147	1 2 3 4	197	1 2 3 4	247	1 2 3 4	297	1 2 3 4
048	1 2 3 4	098	1 2 3 4	148	1 2 3 4	198	1 2 3 4	248	1 2 3 4	298	1 2 3 4
049	1 2 3 4	099	1 2 3 4	149	1 2 3 4	199	1 2 3 4	249	1 2 3 4	299	1 2 3 4
050	1 2 3 4	100	1 2 3 4	150	1 2 3 4	200	1 2 3 4	250	1 2 3 4	300	1 2 3 4

IN CASE OF ANY MISSING OR INCOMPLETE INFORMATION,
THE CANDIDATURE IS LIABLE TO BE NULLIFIED

10. Guidelines for Filling of Application Form

In addition to the instructions available at FAQ on the University website, the following guidelines may be read by all applicants before filling the application form:

1. The candidates are advised to go through the admission Brochure carefully and acquaint themselves with all requirements in respect to filling up of the Online Application Forms for the CET.
2. It will be the sole responsibility of the candidate to make sure that he / she is eligible and fulfills all the conditions prescribed for admission.
3. If ineligibility of a candidate is detected at any stage before or after examination / declaration of result or during any stage of the programme, his / her candidature / admission will be cancelled without any notice, disciplinary action will be taken against him / her and entire fee will also be forfeited. The Vice Chancellor, Guru Gobind Singh Indraprastha University may cancel the admission of any student for specific reasons at any stage.
4. Incomplete application form will be summarily rejected and no request will be entertained in this regard.
5. CET Code: If the candidate is desirous of appearing in more than one Test, separate Application Form should be submitted for each test. Verify the CET Code from the List of Programmes in Admission Brochure before submitting the form. Any request / application for change of CET Code will NOT be entertained.
6. Name of the Candidate: Candidates should write his / her Name in CAPITAL LETTERS as given in Class X or equivalent certificate. If your name has several initials, leave one blank after each of them.
7. Name of Father / Mother: Write the name of your Father or Mother exactly as in your Class X or equivalent certificate. Writing mother's name is compulsory.
8. Date of Birth: Enter the date, month and year of your birth as per English calendar and as recorded in your School / Board (Class - X) / Pre-University examination certificate. Birth field is mandatory. If date of birth is not filled, the date of birth value of 01.01.1950 will be used.
9. Category: Select the appropriate option for your categories - SC, ST, OBC, Physically Handicapped / Persons with disability, Defence and J & K Migrant. If no category is specified, you would be considered as falling under 'General' category. And, no claim whatsoever shall be entertained thereafter. Category certificate to be verified during admission / Counseling. If a candidate falls in more than two categories, he / she can select multiple options. If a general category candidate fills up a reserved category, then the candidature for admission to be considered if and only if the rank is within the general cut off rank.
10. Gender: Select the correct option.
11. Region: Select the option titled "Delhi Region" if you have passed your qualifying examination from any school / college located in Delhi or from any institution affiliated to GGSIP University. Select the option titled "Outside Delhi" if you have passed your qualifying examination from any school / college located in any other part of the country (India) excluding the institutions affiliated to GGSIP University. Incorrectness in Region may lead to cancellation of admission on verification of documents.
12. Qualifying Exam: Select the option titled "PASSED" if you have already passed 10+2 or any other specified qualifying examination, which makes you eligible for the Entrance Test. Select the option titled "APPEARING" if you are appearing for the examination, which makes you eligible. The title "APPEARING" covers the cases of "APPEARED" candidates also.
13. Religion: Select the appropriate option. Minority certificate will be verified at the time of admissions for consideration of admissions in minority institutions.
14. Nationality: If your nationality is Indian, option indicated for "INDIAN". If your nationality is not Indian; option indicated for "OTHERS".
15. Mailing Address: Write your name and complete mailing address IN CAPITAL LETTERS including the PIN CODE. Candidates are required to enter correct Mobile numbers with relevant STD Code and email address at which the SMS/communication is to be sent.
16. Photograph of the Candidate: The candidate should upload his / her recent colour photograph with white background of size as specified your face should cover about 75% of the photograph

(without attestation) taken on or after 01st January 2016. The candidate should also upload his / her scanned signature and scanned left thumb impression. Instructions for photograph:

- i. Photograph should not have cap, goggles etc. (Spectacles are allowed). The face of the candidate should cover about 75% of the photo.
 - ii. The candidate should keep two identical photographs with him / her, in reserve which may have to be used for pasting in the Admit Card at the time of Entrance Test / Counseling / Admission, in case of doubt regarding the identity.
17. Visible Mark of Identification: Candidate should mention visible mark of identification.
18. Centre of Common Entrance Test:
- i. Refer to the list of Centres of Common Entrance Test for the Academic Programmes and CET Codes mentioned in this Admission Brochure. A centre will be invoked only if sufficient number of candidates are available.
 - ii. Examination Centre once allotted by the University will not be changed and no request in this regard will be entertained under any circumstances. In case the first and second option for centre are not invoked or due to any other reason, then the candidate will be allocated Delhi Centre.
19. Verification and Counter signatures: While filling up of the application form, the candidate must verify the correctness of all the particulars furnished by him / her. In case any candidate is found to have furnished false information or is found to have concealed any material information in his / her application, he / she will be debarred from admission. Further, such a candidate shall also be liable for punishment.
20. The candidate will be solely responsible for all the consequences arising out of any error or omission in the Application Form.
21. Candidates for MBBS Programme: Falling under army quota are also eligible for admission to other colleges of Medical Science, on the basis of other categories (including General) to which the candidate may belong, and must fill up the appropriate option in the application form.



**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

--Sd--

Registrar

Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, Delhi 110078