



University School of Management Studies Guru Gobind Singh Indraprastha University

Sector-16-C, Dwarka, New Delhi-78 Website: www.ipu.ac.in

GGSIU/USMS/Schedule-MBA (Weekend)/2016/

Dated: 19.07.2016

18/7/2016

NOTIFICATION SCHEDULE OF 2nd COUNSELLING/ADMISSION 2016-17 MBA PROGRAMME ON WEEKEND BASIS TEST CODE-155

Venue of Counselling :- University School of Management Studies,
Room No.212, D Block,
Guru Gobind Singh Indraprastha University,
Sector-16-C, Dwarka, New Delhi-110078.

1. All candidates whose name have been displayed in the merit list on 30th June 2016 and those who have not got the admission in the 1st counselling shall report in person for Counselling/Admission at the above mentioned venue; on the date and time mentioned below as per their Category and Rank.

Date	Category of Candidates	Time
24.07.2016 (Sunday)	All candidates whose name have been displayed in the merit list on 30 th June 2016 seeking admission against seats reserved for SC, ST, PH and Defense Category.	9.30 a.m.
	All candidates i.e. RANK 01 TO ONWARDS whose name have been displayed in the merit list on 30 th June 2016 seeking admission against seats reserved for Delhi & Out Side Delhi General Category	
	▪ OPEN HOUSE COUNSELLING	11.00 a.m.

2. The Rank wise Merit List of candidates, for admission in MBA- Weekend programme, has already been displayed on 30th June 2016.
3. For seeking admission in MBA - Weekend programme, eligibility criteria mentioned in Admission Brochure-2016-17 may be referred.
4. **Document(s) required at the time of Counselling/Admission. (As per Admission Brochure-for the Academic Session - 2016-17) Refer Admission Brochure 2016-17.**
 - Bank Draft(s) of Rs. 81,000/- drawn in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. Write the name of the candidate, name of the programme and Contact No. on the back of Bank Draft.
 - Filled-in Verification Form as per Appendix as given at <http://www.ipu.ac.in/admission2016/ADMBRO2016B290116.pdf>
 - Certificate and Mark Sheet of the qualifying examination issued by the Board/ University. In cases, where the University has prescribed a condition of passing a subject of subjects at some level, the Certificate/ Mark Sheet of the concerned examination in proof thereof should also be produced (Original and One Photocopy)
 - Proof of date of birth (Secondary School Certificate (Original and One Photocopy)).

- SC/ST/OBC/Physically Handicapped/Defence Category Certificate(s) whichever applicable, on the basis of which reservation is claimed (Original and One Attested Photocopy).
- 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 category then he has to bring SC certificate issued by Govt. of NCT of Delhi and also passed his/her qualifying exam from Delhi.**
- **Experience Certificate (Original) if not submitted earlier.**
- Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer (Original and One Photocopy).
- Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as given at <http://www.ipu.ac.in/admission2016/ADMBRO2016B290116.pdf>
- **No-Objection Certificate from the employer for pursuing the programme if not submitted earlier.**

Note :-

- (a) *The Original Certificates (except the medical certificate, Character Certificate and No-objection certificate) will be returned to the candidates after verification. However, the photocopies of these certificates, medical certificate (in original) and No objection certificate (in original) shall be retained.*
 - (b) *In case any of the above document(s) is/are in any language other than Hindi / English, then authentic translation in English / Hindi shall have to be produced duly verified by the issuing institution/gazetted officer/(original and photocopy) by the candidate at the time of Counselling/Admission. Failure on the part of candidate to produce the requisite authentic translation may result in refusal of admission by the Admission Officer, for which only the candidate will be responsible.*
 - (c) *In case the Degree/certificate has been obtained from some University/Board of any other country then an equivalence certificate must be obtained from University Equivalence Committee prior to attending the counselling.*
 - (d) *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.*
 - (e) *In case of married woman applying 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.*
5. **It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission. Before filling-up the verification slip at the time of Counselling/allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in the respective Admission Brochure for the session 2016-17. If it is found at any stage during the entire period of the programme that the candidate does not fulfill the requisite eligibility conditions, his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.**
 6. **Admission 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.**

7. **Instruction to be followed at the time of 2nd Counselling 2016-17:**

- a. The Second Counselling will commence from rank one onwards for all categories 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.**
- b. A candidate, who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat.
- c. Admission 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.
- d. **A candidate, who fails to exercise the option in person during 2nd 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.**
- e. **Further, the students, who have been admitted during 1st counselling in any category, will not be allowed to change their category in 2nd counselling.**
- f. The candidates are also advised, in their own interest to check the details of fee, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall.
- g. **The conversion of seats reserved for SC, ST, DEF, PH, etc. to General Category shall be done Open House Counselling. While converting the seats Open House counselling, any unfilled seat 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.**
- h. **De-reservation of unfilled Delhi Quota seats to outside seats and Vice Versa: Seats reserved for Delhi Category will be converted to Outside Delhi Category and Vice Versa will be done in open house counselling. It is clarified that no such conversion will be allowed before Open House Counselling.**

8. **OPEN HOUSE COUNSELLING**

Open House Counselling will be held only if any seat(s) remains vacant. The said seat(s) will be offered on this day to the qualified candidate(s) in order of merit as per rank of the Candidate.

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.

- a. The rest of the procedure for Second Counselling shall remain the same as for the first counselling.
- b. **In case a candidate drops out after taking admission in the second counselling or thereafter, 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.**
- c. If any vacancy (ies) arises after second counselling due to any reason, the same shall not be filled-up by the University and will be treated as lapsed seats.
- d. After the Second Counselling is over and the admissions are made by the University there will be no Third Counselling and no admission will be made by the University thereafter.

9. **WITHDRAWAL OF ADMISSION DURING/AFTER 2ND COUNSELLING.**

No request for withdrawal of admission will be entertained in respect of the students admitted in 2nd counselling. Any dropout/cancellation during/after 2nd counselling will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.

10. SEATS AVAILABLE FOR SECOND COUNSELING

Category	No. of Seats Available
D-GEN	23
D-SC	14
D-ST	07
D-DEF	03
D-PH	03
OD-GEN	01
OD-SC	02
OD-ST	01
OD-DEF	00
OD-PH	01
TOTAL	55

11. Classes will commence from 6th August, 2016. All the candidates who get admission must report to University School of Management Studies on 6th August, 2016.


Dr. Sanjay Dhingra
Programme Coordinator


Prof. Sanjiv Mittal
Dean, USMS

18/07/16

F.No. GGSIPU/USMS/Schedule-MBA(Weekend)/2016/

Dated : 19.07.2016

Copy to:

1. In-charge (Admissions) GGSIP University.
2. In-charge University's Web site, with the request to upload the schedule of Counselling on University's Web site.
3. Controller of Finance, GGSIP University.
4. AR O/o Hon'ble Vice-Chancellor, GGSIP University.
5. AR O/o Registrar, GGSIP University.
6. Academic Reception Counter.
7. Guard File.