

**ADMISSION BROCHURE  
FOR  
ACADEMIC SESSION 2016-17  
(M.PHIL. IN PSYCHIATRIC SOCIAL WORK)**



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

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## 1. Admission to M.Phil. (Psychiatric Social Work)

The admissions to the M.Phil. (Psychiatric Social Work) programme of studies in the Guru Gobind Singh Indraprastha University (GGSIPU) is 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 M.Phil. (Psychiatric Social Work) Common Entrance Test

S.No.	Name of CET	Abbreviated Name of CET	CET Code
1	M.Phil. (Psychiatric Social Work)	MPHILPSW	199

#### 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 28<sup>th</sup> June, 2016 to 15<sup>th</sup> July, 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 199 : 28<sup>th</sup> June, 2016
2. Last date for application submission for CET code 199 : 15<sup>th</sup> July, 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. 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. 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>).
10. 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.
11. Applicants should retain a printout of the CET application form as proof of application.
12. 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.
13. 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%.
14. The detailed schedule for counselling / admissions shall be notified after declaration of merit/result of the CET.
15. The list of documents required shall be informed through the detailed counselling schedule as notified on the University website <http://ipu.ac.in>.
16. The candidates are advised to check their status with the help of the login id and password.
17. 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.
18. 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".
19. No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2<sup>nd</sup> 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.
20. 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.
21. 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.
22. 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.

23. 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 M.Phil. (Psychiatric Social Work)

S. No.	Name of CET	CET Code	ELIGIBILITY CONDITIONS & ADMISSION CRITERIA
1	M.Phil. (Psychiatric Social Work)	199	<p><b>Eligibility Conditions:</b> Minimum educational requirement for admission to this course will be M.A. degree in Social Work from a University recognized by the UGC with a minimum of 55% marks in aggregate. For SC/ST category, minimum of 50% marks in aggregate is essential, as per GOI. Candidates with MA degree by correspondence course, part-time course or by distance education are not eligible.</p> <p>The CET shall be followed by an interview, of the qualified candidates of the CET, for admission to this programme. Weightage of marks will be 90% for CET and 10% for the interview and practical, as per RCI.</p> <p>The candidates shall be called in the ratio of 1 seat : 3 candidates for the purpose of the interview (category-wise).</p> <p>Schedule and venue of Interview and Practicals to be notified later by the Dean, University School Medical, Paramedical and Health Sciences.</p> <p><b>Admissions Criteria:</b> Applicants must appear in the CET conducted and the interview/practicals. Absence in any part of the CET, practical, interview shall make the candidate ineligible for admissions The admissions would be based on the merit / rank in the CET (all components) and the eligibility conditions.</p>

## 3. Schedule and Syllabus of Common Entrance Test

### 3.1 M.Phil. (Psychiatric Social Work) 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	MPHILPSW	199	Sociology for Social Workers Dynamics of Personality and Human Behaviour Ecology, Environment and Social Work Social Policy and Social Welfare Administration Dynamics of Development Contemporary Social Problems Criminology and Corrections Community Health and Social Work Population Dynamics and Gender Issues Clinical Social Work Social welfare in India Women's Welfare and Development Child Welfare and Development Management of development and welfare organizations	26.07.2016 (Tuesday) 10:30 A.M. to 01:00 P.M..	28.07.2016 (Thursday)

		<p>Social work for senior citizens and differently abled                  Human resource management                  Community development                  Understanding Society                  Introduction to Economics                  Development Experience, Social Conflict and Change                  Human Development, Identity, Culture and Media                  Governance and Public Administration, Social Policy, Law and Social Work                  History and Ideologies of Social Work                  Participatory Communication                  Quantitative Research                  Quantitative Research                  Community Organisation and Development Practice                  Family Social Work                  Community Health                  Disasters, Impoverishment and Social Vulnerability                  Social Work Research and Statistics                  General Psychology                  Understanding of Indian Society                  Social work with Groups                  Social Policy in India                  Community Organization                  Counseling and communication                  Social Development                  Computer Applications in Social Sciences                  Management of Social Service Sector                  Medical And Psychiatric Information and its relevance to Social work Practice                  Rural community development                  Tribal community development                  Life skills and soft skills                  Policies and programs- urban and rural                  Individual and society                  Human Rights, Social Justice and Social Work                  Disaster Management                  Management of Non-Profit Organisations                  Developmental/Therapeutic Counselling                  Rehabilitative and Correctional Social Work                  Persons with Disabilities and Equalisation of Opportunities                  Persons with Disabilities and Equalisation of Opportunities                  Dalits and Tribals: Social Justice, Equity and Governance                  Criminology and Justice                  Rural Development, Environment and Sustainable Livelihoods                  Urban Development: Unorganised Sector and Livelihood                  Social Work in the Field of Mental Health                  Social Policy and Planning                  Juvenile Justice and Youth in Conflict                  Social Work Research and Statistics</p>		
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\*\* Result shall be declared on or before the notified date.

#### **4. CET Admit Card**

1. The Admit Card will be available online, 5 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.



## **7. Preparation of CET Merit**

### **7.1 M.Phil. PSW 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 aggregate (CET and practicals/interview total) shall rank higher.
- ii. In case of tie in (i) above, the candidate older in age shall rank higher.

## **8. Offline Counselling Procedure**

### **8.1 Admissions**

#### **8.1.1 Applicable to M.Phil. Programmes**

1. Detailed schedule of 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](http://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 Schedule

Application Start Date	:	28 June, 2016
Last date for application (till 4.00PM)	:	15 July, 2016
CET date	:	26 July, 2016 (10.30 AM - 1.00 PM)
Declaration of result of CET	:	28 July, 2016
Date of Interview/Practicals at PGIMER-RML Hospital	:	01 August, 2016 (reporting time for shortlisted candidate is 9.00 PM)
Final Result	:	03 August, 2016
1 <sup>st</sup> Counselling	:	05 August, 2016 (Schedule and venue shall be notified on 3 August, 2016)
2 <sup>nd</sup> Counselling	:	12 August, 2016 (Schedule and venue shall be notified on 10 August, 2016)

### 8.2 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](http://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:

SIDE-1



100200

**USE BLACK BALL POINT PEN ONLY**

BEFORE HANDING OVER THE SHEET TO THE INVIGILATOR THE CANDIDATE SHOULD ENSURE THAT TEST BOOKLET CODE, ROLL NUMBER, CENTRE CODE AND TEST BOOKLET NUMBER HAVE BEEN FILLED AND MARKED CORRECTLY. MARK YOUR ATTENDANCE ON THE ATTENDANCE SHEET.

**INSTRUCTIONS FOR FILLING UP THE PARTICULARS AND MARKING ANSWERS TO QUESTIONS**

1. Use only Black Ball Point Pen to write the particulars in boxes
2. Use only Black Ball Point Pen to completely darken the oval for answering questions.
3. Candidate should be very careful while filling and marking the Test Booklet Code, Roll Number, responses to questions etc. He/She will be responsible for any error / omission and consequences thereof.
4. Make marks only in the space provided. Please do not make any **STRAY MARK** on the answer sheet.
5. Rough work **MUST NOT BE DONE** on the answer sheet.
6. Mark your answers only in the appropriate space against the number corresponding to the question you are answering.

If your Test Booklet Code is B, Please fill in as Below :				If your Response to Question Number 001 is 3, Please mark as below :		
Test Booklet Code				Q. No.	Response	
B	A	C	D	001	1	2
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

METHOD OF MARKING	
CORRECT METHOD	WRONG METHODS
<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

**1. NAME OF CANDIDATE (IN CAPITAL LETTERS, AS PER MATRICULATION CERTIFICATE)**

<input type="text"/>																												
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

<b>2. CET CODE</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<b>3. ROLL NUMBER</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<b>4. CENTRE CODE</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	5. FATHER'S/MOTHER'S NAME : ..... (In CAPITAL LETTERS, as per matriculation certificate) 6. TEST BOOKLET NAME : ..... ..... 7. DATE OF CET : ..... ..... NAME OF CENTRE : ..... .....
SIGNATURE OF CANDIDATE			SIGNATURE OF INVIGILATOR



USE BLACK BALL POINT PEN ONLY

9. BOOKLET CODE SECTION - I

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

10. BOOKLET NUMBER SECTION-I

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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, Physically Handicapped / Persons with disability. 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