

The Counselling for Admission to MBA (SEM) will held at various centers of CDAC across the country. The counselling will be held strictly on the basis of inter-se-merit of the qualified candidates. There will be no Group Discussion and Interview for deciding the inter-se-merit for the Programme.

## 7.1 Procedure for Admission through Counselling

The Admission to MBA (SEM) will be held as per the following process:

### (I). Registration Process

The Registration Process will be open only for candidates appearing in the merit list declared by CDAC, Noida on basis of MBACET 2009. All such successful candidates are required to register for Counselling from 7<sup>th</sup> July to 13<sup>th</sup> July 2009 through Website [www.cdacnoida.in](http://www.cdacnoida.in) using the User Id and Password provided at the time of online submission of application form (please refer chapter 9 for more details) After login to the System, a candidate by following simple instructions given on the screen must upload the Scanned Copy of all the documents/certificates as mentioned in para 7.3 at the time of the registration for Counselling.

In case any candidate faces problem regarding registration, he/she may contact to the nearest CDAC Centre. For details of the CDAC centers see para 7.2.1.

The detailed schedule for First counselling in respect of the registered candidate will be available on Website [www.cdacnoida.in](http://www.cdacnoida.in) on 17<sup>th</sup> July 2009.

If a candidate fails to get himself/herself registered as per above process, his/her candidature will not be considered for counselling /Admission to the programme under any circumstances.

### (II). Counselling Process

#### • First Counselling

The first Counselling for Admission to MBA (SEM) will start (as per the detailed schedule notified on 17<sup>th</sup> July 2009) from 9.30 am on 24<sup>th</sup> July 2009 at the various CDAC centers as per the option exercised by the candidates in the Registration Process. Only those candidates who have registered will be allowed to attend the counselling.

- (i) The candidates should report at the notified venue, date and time for Counselling/admission in person along with the documents (Original and one photocopy) mentioned in **para 7.3 and the Demand Draft of Rs. 73000/- in favour of CDAC, Noida payable at Noida/Delhi**. On reaching the venue, the candidates must mark the Attendance. **Candidates must ensure to reach the venue of counselling latest by 12.30 pm on 24<sup>th</sup> July 2009 failing which they may not be allowed to appear in the Counselling**. Allotment of seats to the candidates will only be considered when he/she attends the Counselling session in person.
- (ii) Candidates are advised to report at their venue of counselling by 9.30 am to avoid the inconvenience. In any case no candidate will be allowed for counselling/Admission **after 12.30 pm and responsibility for this will lie on the candidate**.
- (iii) Candidates shall have to produce the required documents in original and one photocopy as mentioned in Para 7.3 for verification at the venue of counselling.
- (iv) Rank wise consolidated list will be released by CDAC, Noida latest by 4:00 pm on 24<sup>th</sup> July, 2009 in respect of the candidates who have reported at the various Counselling centers and have completed the Admission formalities. The Admission to the candidates will be offered **strictly on basis of the Merit list declared by CDAC, Noida**.

- (v) Admission Officer at various counselling centers will give a duly signed Admission Slip only after the candidate deposited the full fee of Rs 73,000/- through demand draft in favour of CDAC, Noida. No candidate should leave the venue of Counselling without receiving the Admission Slip. The Admission offered at time of Counselling is strictly Provisional subject to the approval of the University.
- (vi) 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 have been offered to him/her, had he/she been present on his/her turn.
- (vii) In case any candidate who has reported for first counselling fail to get admission, his/her Demand Draft alongwith other documents will be returned on the same day after 4.00 pm.
- (viii) The conversion of seats reserved for SC, ST, DEF, PH, etc. to General Category shall be done only during 2<sup>nd</sup> Counselling. However, while converting the seats during 2<sup>nd</sup> counselling, any unfilled seats reserved for ST Category will be offered to SC Category and vice versa and only after completing this process, the conversion of the reserved category seats to general category shall be effected.

## • Second Counselling

Detailed Schedule of Second Counselling for the programme, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on 5<sup>th</sup> August 2009 by 5.00 p.m. on [www.ipu.ac.in](http://www.ipu.ac.in) and [www.cdacnoida.in](http://www.cdacnoida.in). **No separate communication will be sent in this regard.** It may be noted that the Academic Session of the University will start on **3<sup>rd</sup> August, 2009.**

## 7.2 Venue and Schedule of First Counselling/Admission

Detailed Schedule of 1<sup>st</sup> Counselling/admissions in respect of the candidates who have registered (as per the registration process in para 7.1) will be displayed on [www.cdacnoida.in](http://www.cdacnoida.in) on 17<sup>th</sup> July 2009. The First counselling for admission to the Programme will be held on 24<sup>th</sup> July 2009 (9.30 a.m. onwards) at the various CDAC centers given in the para 7.2.1. Candidates must ensure to reach the venue of counselling latest by 12.30 pm on 24<sup>th</sup> July 2009 failing which they may not be allowed to appear in the Counselling.

### 7.2.1 Venue of Counselling

Name Of the Center	Address	Telephone No.
<b>CDAC, Bangalore</b>	68, Electronic City, Bangalore-561229	080-28523300
<b>CDAC, Chennai</b>	Block No. II, No. 6/13, Park Avenue, Keshava Perumal Puram, Chennai-600028,	044-24610880, 24610883
<b>CDAC, Mohali,</b>	A-34, Phase 8, Industrial Area, Mohali, Near Chandigarh, Punjab-160 071	0172-2237052-57
<b>CDAC, Hyderabad</b>	2 <sup>nd</sup> Floor, Delta Chambers, Ameerpeth, Hyderabad 500 016	040-23401331 /32
<b>CDAC, Kolkata</b>	Plot E-2/1, Block GP, Sector V, Bidhannagar, Salt Lake, Kolkata-700 091.	033-23579846, 23575989, 23574258
<b>CDAC, Mumbai</b>	Gulmohar Cross Road No. 9, Juhu, Mumbai 400 049	022-26201606, 26201574
<b>CDAC, Noida</b>	B-30, Institutional Area, Sector-62, Noida-201307	0120-3063371, 3063372, 3063373
<b>CDAC, Pune</b>	Campus of Pune University, Pune 411007	020-25704100
<b>CDAC, Thiruvananthapuram</b>	Vellayambalam, Thiruvananthapuram – 695033	0471-2722239, 2723456

## 7.3 Documents Required for Admission at the Time of Counselling

- (i) Filled-in Admission Verification Slip Form as per **Appendix: 7** of Admission Brochure
- (ii) Admit Card of MBACET 2009 (Original)
- (iii) Proof of date of birth (Secondary School Certificate).
- (iv) 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 or subjects at some level, the Certificate/Mark Sheet of the concerned examination in proof thereof should also be produced.
- (v) In case of students who have passed the qualifying examination through distance / open education system of any recognized university / board / institution, the necessary documentary evidence related to location of his / her study centre.
- (vi) SC/ST/Physically Handicapped/Defence Category whichever applicable, on the basis of which reservation is claimed.
- (vii) Conduct and Character Certificate from the Head of the Institution from where the qualifying examination has been passed or from Gazetted Officer.
- (viii) Certificate of Medical Fitness to be signed by a Registered Medical Practitioner holding a degree not lower than MBBS in the format as given in **Appendix : 2** of Admission Brochure
- (ix) Affidavit on non-judicial stamp paper of Rs. 10/- for seeking provisional admission in case the result of qualifying examination is yet to be declared as per **Appendix: 1** of Admission Brochure
- (x) Application regarding age relaxation (if necessary)

### Notes:

- (i) The candidates are required to bring original documents and one photocopy of all the documents mentioned in the Para 7.3. The Original Certificates (except the Character Certificate, Admit Card and Medical certificate) will be returned to the candidates after verification. The photocopies of these certificates, admit card (in original) Character Certificate (in original) and medical certificate (in original) shall be retained.
- (ii) If a student has a gap during the course of his education from 10+2 onward he/she has to submit the character certificate for the gap period from Gazetted Officer.
- (iii) 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.

## 7.4 Withdrawal of Admission after First Counselling and Refund of Fee

- (i) The candidates after getting admission in first Counselling will be allowed to withdraw/cancel the admissions upto 5.00 p.m. of 30<sup>th</sup> July 2009. All the requests for withdrawal/cancellation of admission in the prescribed proforma (**Appendix: 5**) are to be submitted to Head, School of Management, CDAC, B-30, Institutional Area, Sector-62, Noida-201307. A proper receipt for withdrawal will be issued. The candidates will be required to surrender the original admission slip issued at the time of Counselling/Admission (BOTH Copies) while applying for withdrawal of admission. **No request for withdrawal of admission would be entertained without both copies of admission slip.**
- (ii) In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the candidates will be refunded the fee after **deduction of Rs. 1000/-**
- (iii) No request for withdrawal/ cancellation of admission will be entertained **after 5.00 p.m. of 30<sup>th</sup> July 2009** unless it reaches the office of Head, School of Management, C- DAC, Noida, B-30, Institutional Area, Sector-62, Noida, UP-201307 before the said date and time. Any dropout after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained.

## 7.5 Admission Through Second Counselling

- (i) The vacancies due to withdrawal(s)/any other reason(s) for the programme will be calculated and notified alongwith the schedule of Second Counselling on 5<sup>th</sup> August 2009 by 5.00 pm both on the University's website (www.ipu.ac.in), CDAC, Noida website (www.cdacnoida.in) and Notice Boards.
- (ii) The Second Counselling will be held on 17<sup>th</sup> August, 2009.
- (iii) **The Second Counselling will commence from rank one onwards for all categories in respect of candidates who have already registered (as per registration process described in para 7.1).** 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.
- (iv) The rest of the procedure for Second Counselling shall remain the same as for the first Counselling as mentioned in **para 7.1**. However, it must be noted that the Second Counselling will be conducted **only** at CDAC, Noida.
- (v) A candidate taking admission in the second Counselling will not be entitled to withdraw/cancel the admission. In case a candidate drops out after taking admission in the second Counselling, his/her full fee will be forfeited. It is advised in the interest of the candidates to carefully decide to take admission in the second Counselling only if he/she intends to pursue the programme.
- (vi) If any vacancy/vacancies arise after second Counselling due to any reason, the same shall not be filled-up by the University/Institute and will be treated as lapsed seats.
- (vii) 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 or the Institutes thereafter.
- (viii) The Academic Session would commence **w.e.f. 3<sup>rd</sup> August, 2009**. All the candidates who get admission in First/Second Counselling must report to the Institute either on **3<sup>rd</sup> August, 2009 or on the day following the day of the admission, whichever is later**.

**Note:** It may be noted that students taking admission in the programme/institute will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statues, Ordinances and Regulations framed there under.