

### Office Memorandum

Following guidelines are issued hereby to the departments and applicants of the University for PG level programmes (**PG programmes, B. Ed., B. Ed. Spl, B. P. Ed., B. Lib., PGDCL, CCCL Prorgammes**) admissions -

1. Admissions will be given to the applicants on the basis of marks scored in CUET PG 2022 examination through Offline Counseling. Schedule will be as follows-

Activity	Dates	Reporting/Registration timings at concerned department
Declaration of Common merit list	07.11.2022	
First phase of Offline counselling for UR seats	17.11.2022	09.30 AM to 11.30 AM
Second phase of Offline Counselling for remaining UR seats and seats reserved for SC/ST/OBC/ EWS/PWD	23.11.2022	09.30 AM to 11.30 AM
Last phase of Offline Counselling for remaining UR/SC/ST/OBC/ EWS/PWD	29.11.2022	09.30 AM to 11.30 AM
Commencement of Classes for PG level programmes	01.12.2022	09.30 AM

2. HoDs through their Admission Committee will intimate the applicants about cut off marks for offline counseling and will send emails to the candidates. Phase wise Cut off marks will also be published in university website by the departments.
3. Applicants interested to take admission in these programmes may participate in this offline counseling after getting email or cut off marks in the website [www.ggu.ac.in](http://www.ggu.ac.in) with following documents-
  - i. 10<sup>th</sup> /HSC Marksheet
  - ii. 12<sup>th</sup>/HSSC Marksheet
  - iii. UG/PG Marksheet
  - iv. Caste/PWD/EWS certificate, if applicable
  - v. CUET PG Application form
  - vi. CUET PG Score Card
  - vii. Mobile and Debit/Credit Card having sufficient balance for submission of fee. (Original Transfer/Migration/Character Certificate and other relevant documents will be collected from the admitted candidates before or during commencement of classes)
4. Head of Departments through its Admission Committee will collect the documents in support of educational qualifications (i.e. photocopies of 10<sup>th</sup>, 12<sup>th</sup> and UG/PG Marksheets) and caste/PWD/EWS certificate, if applicable from the candidates at time of counseling and will verify it with originals and will check the eligibility of the candidate.
5. Mere appearance in Offline Counselling or securing a place in merit list does not entitle an applicant to be considered for confirmed admission to any discipline unless otherwise

he/she fulfills the eligibility conditions with necessary supporting documents. If any applicant inadvertently allowed to give admission who otherwise does not fulfill the minimum eligibility requirements with supporting documents then his/her admission will be canceled by the University without giving any prior notice.

6. Payment of fee will be done online through Mobile of SWIPE Machine. Fee once submitted to the University will not be refunded to any candidate after starting of classes. However, refundable fee shall be refunded to the candidates according to the provisions of relevant Ordinances of the University.
7. After receiving photocopies of marksheets and score cards of the candidates at the time of counseling and checking eligibility, the departments will prepare Merit List of the candidates in a particular programme and will paste it in their notice board for information to the candidates appeared for offline counseling at around 02.00 PM.
8. **Merit list of candidates will be decided on the basis of marks scored in CUET PG 2022 Examination. However, in case of any tie in CUET Marks, higher percentage of UG class shall be considered for merit, in case of further tie higher percentage of class 12<sup>th</sup>, and then 10<sup>th</sup> class shall be considered for merit. And if in case of further tie elder students shall be considered in merit.**
9. **After publication of merit list selected candidates may submit the semester fee for securing their admissions.** HoDs will collect the semester fee through QR code provided by the University to the departments. In case of any technical problem or fault fee may be collected through ATM SWIPE Machine with the permission of HoD concerned. In case of failure of these two facilities, SBI Collect may be used for collection only after approval of the HoD concerned.
10. The Head of Departments will publish the list of admitted students and seats vacant after every round of admissions on university website [www.ggu.ac.in](http://www.ggu.ac.in) after getting its approval from the Dean concerned. Details of admitted students will also be entered in SAMARTH portal by the department.
11. All verification and merit preparation will be done by the Admission Committee of the Department. Deans of Schools will coordinate the admission process and will give necessary approvals for admission as required at the time of counselling.
12. Above relevant provisions if mentioned in earlier OMs regarding PG admissions will stand superseded after issuance of this OM.

By Order

Registrar (Acting)