



Ref. No. **493** .../Academic/2024

Bilaspur, Date- **30**.07.2024

**Circular**

On recommendations of the Deans, following guidelines are hereby notified after approval of the Competent Authority to fill up vacant seats of PG level programmes advertised under CUET PG 2024-

1. Candidates can submit their marksheets till 05.08.2024. No further extension will be granted to the applicants for submission of marksheets beyond 05.08.2024.
2. Classes of PG level programmes will be started from 01.08.2024.
3. To fill up the vacancies arose till 05.08.2024, last round of routine counselling will be conducted on 08.08.2024 for all such candidate who have got registration in GGV and are listed in the published merit list of a particular programme of GGV. For this purpose, all concerned HoDs will publish the merit list and vacancy list on university website on 06.08.2024 and will send Email to the applicants on or before 06.08.2024 and will inform them about the counselling. Reporting timings will be 09.30 am to 11.30 am. Other terms and conditions will remain same as notified through even OM dated 11.07.2024.
4. In case, some of the seats of PG programmes remain vacant on 08.08.2024 in the departments, a special offline counselling will be conducted on 12.08.2024 to fill up all such vacant seats of PG level programmes advertised through CUET PG 2024.
5. For special offline counselling, department wise vacancy list will be published on university website on 08.08.2024.
6. Interested candidates who have appeared or not appeared in CUET PG 2024 may submit their request in a plain paper accompanied with CUET Application form (if available), CUET Score Card (if available), Photocopies of Marksheets, Caste certificate (if applicable) directly for admission in the concerned departments having vacant seats on 12.08.2024, before 11.00 AM.
7. **Candidates who entered wrong category in their main application by mistake, can also apply to change the caste/category which they have entered in main CUET application in a plain paper to the HoD concerned and the concerned HoD may allow such change. Candidates may transfer their CUET PG application from one programme to another in this special round of counselling also.**
8. Fresh application will also be entertained in this special counselling process. Hence, candidates who have not appeared in CUET PG 2024 and are interested to take admission in GGV against the vacant seats as notified on 08.08.2024, may report to the concerned department on 12.08.2024, before 11.00 am.
9. However, 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 fulfils the eligibility conditions with necessary supporting documents as notified in Admission Notice CUET 2024.
10. All candidates not having registration in GGV, will have to submit registration fee separately to the Department at the time of counselling i.e. Rs. 300.00 for UR/OBC/EWS and Rs. 200.00 for SC/ST/PWD.
11. Departments shall allow to submit request to all candidates turning up in their departments. First preference will be given to the candidates having score card in relevant CUET Subject/Test Paper, as mapped for entrance test by GGV on merit basis. After that, Department will prepare another merit list of all other candidates on the basis of marks obtained in their UG classes and will allow them to take admission in a particular programme on merit basis. In case of any tie, tie break formula as notified earlier will be applied.

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12. Candidates interested to take admission must report to the concerned department from 09.30 AM to 11.00 AM on 12.08.2024.
13. Departments will notify the merit list of candidates around 01.00 to 01.30 PM and will allow them to submit fee on 12.08.2024.
14. 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>, UG Marksheets) and caste/PWD/EWS certificate, if applicable from the candidates at time of counselling and will verify it with originals and will check the eligibility of the candidate.
15. **After publication of merit list selected candidates may submit the semester fee for securing their admissions.** HoDs will collect the semester fee through SWIPE Machine provided by the University to the departments. In case of any technical problem or fault fee may be collected through online payment link available on [www.new.ggu.ac.in](http://www.new.ggu.ac.in) only after approval of the HoD concerned.
16. Original Transfer/Migration/Character Certificate and other relevant documents will be collected from the admitted candidates during classes.
17. No TA/DA will be paid to any candidate for participating in this process.
18. HoDs may give admissions to the applicants on supernumerary seats (Employee Quota) on or before 08.08.2024.
19. In case, no applicant is available in EWS category for a particular programme of any department, concerned HoDs may convert EWS seats as UR seats, after exhausting EWS candidates list published for a particular programme of their department.

For information and further necessary action by all concerned please.

By Order

Registrar (Acting)  
Bilaspur, Date-

30 JUL 2024

Endt. No 494/Academic/24

Copy to:-

1. PS to VC for information to HVC please.
2. Coordinator, IT Cell for information and for uploading on website for information to all.
3. Controller of Examination, GGV for information please.
4. All Deans/Heads/Officers, Guru Ghasidas Vishwavidyalaya, Bilaspur for information.
5. Media Incharge/PRO, GGV for information and further necessary action.
6. Finance Officer/ AR, Finance, Guru Ghasidas Vishwavidyalaya for information and to coordinate the fee collections process as mentioned above please.
7. Proctor/DSW, Guru Ghasidas Vishwavidyalaya, Bilaspur for information and further necessary action please.
8. Office Copy.

Assistant Registrar (Academic)

2/2