

# **INSTRUCTION MANUAL**

## **CET 2020**

**(A manual for assistance to fill up the  
Application Form and Conduct of CET 2020)**

## **IMPORTANT INFORMATION AND DATES AT A GLANCE**

(Please refer to Admission Brochure for details)

### **1. FEE DETAILS AND IMPORTANT DATES:**

Online submission of Application Form	<b>3<sup>rd</sup> March to 31<sup>st</sup> March, 2020 (upto 11:50 pm)</b>
Last date of successful transaction of fee through Credit Card/ Debit Card/ Net-Banking	<b>31<sup>st</sup> March, 2020 (upto 11:50 pm)</b>
Fee Payable by Candidates <b>(Processing charges and taxes are to be paid by the candidate, as applicable)</b>	<b>Rs. 1200/-</b>
Correction in particulars of Application Form on website only	<b>1<sup>st</sup> to 3<sup>rd</sup> April, 2020 (upto 11:50 pm)</b>
Downloading of Admit Cards from GGSIPU website	<b>By 20<sup>th</sup> April, 2020, 12:00 PM</b>
Dates of Examination	<b>Between 25<sup>th</sup> April to 5<sup>th</sup> May, 2020</b>
Duration of Examination	<b>150 minutes (2.30 hours)</b>
Timing of Examination	<b>1<sup>st</sup> Shift: 8.00 am to 10.30 am 2<sup>nd</sup> Shift: 12.30 pm to 03.00 pm 3<sup>rd</sup> Shift : 05.00 pm to 07.30 pm</b>
Centre, Date and Shift for Candidates	<b>As indicated on Admit Card</b>
Display of Recorded Responses and Answer Keys	<b>To be announced later</b>
Website(s)	<b><a href="http://www.ipu.ac.in">www.ipu.ac.in</a></b>
Declaration of Result on GGSIPU website	<b>by 5<sup>th</sup> June, 2020</b>

2. Candidates can apply for **GGSIPU CET 2020** in **“Online”** mode only.
3. Submission of Online Application Form may be done by accessing GGSIPU website [www.ipu.ac.in](http://www.ipu.ac.in). **The Application Form other than online mode will not be accepted.**
4. **Only one application is to be submitted by a candidate for each program.**
5. Candidates must follow the instructions strictly as given in the Admission Brochure and on GGSIPU website. Candidates not complying with the instructions shall be summarily disqualified.
6. Candidates must ensure that E-mail Address and Mobile Number provided **in the Online Application Form are their own** as all information/ communication will be sent by GGSIPU through e-mail on the given **e-mail address or SMS on given Mobile Number only.**
7. **Instructions for filling Online Application Form:**
  - ❖ Download Admission Brochure and Replica of Application Form. Read these carefully to ensure your eligibility.
  - ❖ **Follow the steps given below to Apply Online:**
    - Step-1: Apply for Online Registration using unique Email Id and Mobile No.**
    - Step-2: Fill in the Online Application Form and note down the system generated Application No.**
    - Step-3: Upload scanned images of Candidate’s Photograph (between 10 kb - 100 kb) and Candidate’s Signature (between 10kb - 100kb) in JPG/JPEG format.**
    - Step-4: Pay fee using BillDesk Payment Gateway through Debit Card/Credit Card/Net Banking and keep proof of fee paid. In case the Confirmation Page is not**

generated after payment of fee then the transaction is cancelled, and amount will be refunded to the candidate's account. However, the candidate has to make another transaction, in case the Confirmation Page is not generated.

- ❖ Download save and print copies of Confirmation Page after successful remittance of fee and keep copies safely for future reference.
- ❖ All the 4 Steps can be done together or at separate times.

**(For detailed information, please refer Annexure II & III)**

**Note:**

1. *The final submission of Online Application Form will remain incomplete if Step-3 and step-4 are not complete. Such forms will stand rejected and no correspondence on this account will be entertained.*
2. *No request for refund of fee once remitted by the candidate will be entertained by GGSIPU under any circumstances.*
3. *The entire application process of CET 2020 is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to GGSIPU through Post/ Fax/ by Hand.***
8. Candidates are advised to visit the GGSIPU website and check their e-mails regularly for latest updates.
9. Candidate shall appear at their own cost at the Examination Centre on Date and Shift indicated on their Admit Card issued by the GGSIPU.
10. Under no circumstances the Examination Centre, Date, Shift and program provided on the Admit Card shall be changed.

Candidates should bring at least two pens for rough work. Candidates are **NOT** allowed to carry Instrument, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/ Ear Phone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.

**Diabetic students will be allowed to carry eatables like sugar tablets/fruits (like banana/apple/orange) and transparent water bottle** to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwich etc.

**DISCLAIMER**

1. Candidates are advised to read the Admission Brochure carefully and go through the instructions regarding filling of Online Application Form given on GGSIPU website [www.ipu.ac.in](http://www.ipu.ac.in) before starting online registration.
2. Candidate should ensure that all information entered during the online registration process is correct.
3. Online information provided by candidates like name of candidate, GGSIPU/ address details, category, PwD status, educational qualification details, date of birth, etc will be treated as correct/final. Any request for changes in information after the closure of correction period will not be considered by GGSIPU under any circumstances.
4. GGSIPU disclaims any liability that may arise to a candidate(s) due to incorrect information provided by the candidate(s) during application process.
5. GGSIPU does not edit /modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form.

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**INFORMATION BULLETIN**  
**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**CET 2020**

**1. INTRODUCTION**

**Guru Gobind Singh Indraprastha University (GGSIPU)**, formerly **Indraprastha University**, is a public State University located in Delhi, India. It was established in 1998 by Government of Delhi, as a teaching-cum-affiliating University. The University is recognised by University Grants Commission (India), under section 12B of the UGC Act.<sup>[2]</sup> It has been graded 'A' by the NAAC. The medium of instruction is English to meet the international language standards. Guru Gobind Singh Indraprastha University is a member of the Association of Commonwealth Universities, Association of Indian Universities, Medical Council of India and Distance Education Council.

GGSIPU is conducting CET 2020, a test to determine the eligibility for admission to various programs in the University and its affiliated colleges in CBT mode.

**2. CET 2020**

**2.1 Mode of Examination:** The Examination shall be conducted as **Computer Based Test (CBT) only**.

**2.2 Pattern of Examination:** The Test will consist of objective type, multiple choice questions.

Program	Max. Marks	Number of MCQs	Syllabus	Total Duration
<b>Every CET Program</b>	<b>400</b>	<b>100</b>	Syllabus of examination as per mentioned in the Admission Brochure.	2-½ hours (150 minutes) without any break. All Questions will be compulsory.

**Note:**

- To answer a question, the candidates need to choose one option corresponding to the correct answer or the best answer. For each correct response the candidate will get 4 marks.*
- There is negative marking of 1 mark for every wrong answer for all programs except M.Phil/Ph.D.*
- Process of Key Challenge*
  - For all CET Programs except M.Phil/ Ph.D.:-** After the process of challenges of the key, more than one option is found to be correct then the multiple correct options will be given four marks (+4). Any incorrect option marked will be given the minus one mark (-1). Unanswered/Marked for review will be given no marks. In case, a question is dropped/ignored by the University after key challenge, all candidates will be given four marks (+4) irrespective of the fact whether the question has been attempted or not attempted by a candidate.*
  - For M.Phil/ Ph.D. Candidates:-** After the process of challenges of the key, more than one option is found to be correct then the multiple correct options will be given four marks (+4). Unanswered/Marked for review will be given no marks. In case, a question is dropped/ignored by the University after key challenge, all candidates will be given four marks (+4) irrespective of the fact whether the question has been attempted or not attempted by a candidate.*
- The key released after key challenge shall be final and binding.*

### 2.3 Examination Centres (Cities):

The Examination will be conducted in four cities i.e. Delhi-NCR, Jaipur, Chandigarh & Lucknow.

**It is mandatory for candidates to select the Cities based on their order of preference while filling Online Application Form of CET 2020.** Effort will be made to allot Centre of examination to the candidates in the order of the City preferred by them in their Application Form. **However, due to administrative reasons, a different City of nearby area may be allotted. Further, cities will be allotted on computer jumbled basis based on seating capacity of respective centre/cities.**

### 2.4 Programs and Syllabus of Test:

**For the List of CET and Non-CET 2020 programs please see Annexure IV and for syllabus & eligibility refer the Admission Brochure.**

### 2.5 Schedule of Examination:

Dates of Examination	Between 25th April 2020 to 5th May 2020		
	First Shift	Second Shift	Third Shift
Timing of Examination	8.00 am to 10.30 am	12.30 pm to 3.00 pm	5.00 pm to 7.30 pm
Duration of Examination	2-½ hours (150 minutes)		
Entry in the Examination Centre*	6.30 am to 7.30 am	11.00 am to 12.00 pm	3.30 pm to 4.30 pm
Main Gate Closing Time of Exam. Centre	7.30 am	12.00 pm	4.30 pm
Instructions by the invigilators	7.35 am to 7.50 am	12.05 pm to 12.25 pm	4.25 pm to 4.55 pm
Test Commences	8.00 am	12.30 pm	5.00 pm
Test Concludes	10.30 am	03.00 pm	07.30 pm

*\*Candidates are advised to report at the Examination Center, at least 1.30 hours (90 minutes) before the commencement of the examination. Candidates will not be permitted to enter into the Examination Center after 7.30 am in First Shift, 12.00 pm/noon in Second Shift and 4.30 pm in Third Shift.*

*In case any candidate furnishes false information, appears in more than one shifts/dates for a program of the CBT, the candidature is likely to be cancelled and his/ her result will not be declared in such a case.*

#### Note :

- 1. Candidate shall appear at their own cost at the centre on date and shift as indicated in their Admit Card issued by GGSIPU.**
- 2. Under no circumstances the Cities of Centre, date, shift and program provided in the Admit Card shall be changed.**

### 3. IMPORTANT INSTRUCTIONS

IMPORTANT INFORMATION	
Events	Dates
Date of Registration (Online submission of Application Form)	3 <sup>rd</sup> March to 31 <sup>st</sup> March 2020
Date of Examinations	Between 25 <sup>th</sup> April 2020 to 5 <sup>th</sup> May, 2020
Mode of Examinations	Computer Based Test
Duration of Examinations	150 Minutes (2 ½ Hours)
Pattern of CET	100 MCQs of 04 marks each. Negative Marking – 01 mark for each wrong answer (except Ph.D. and M.Phil)
Fee Payable by candidate per application	Rs. 1200/- (Rupees One Thousand Two Hundred only) excluding processing charges and taxes, as applicable.
Correction in particulars of Application Form on GGSIPU website	1 <sup>st</sup> April, 2020 to 3 <sup>rd</sup> April, 2020 (tentative)
Downloading of Admit Card	07 days before the examination
Facility for Mock Test	07 days before the examination
Centre of CET 2020 Examinations	Delhi-NCR, Jaipur, Chandigarh, Lucknow
Display of recorded response and provisional answer key	To be announced later on the University website
Objection Management	Rs. 200/- per question
Declaration of Result	To be notified later

***Note:*** The above schedule of Registration of Candidates for admission in GGSIPU is applicable to all candidates both CETs and Non-CETs (National Level Tests and Merit Based Admissions). For further information about the programs, test, syllabus, eligibility criteria, age, reservation, categorization of seats, examination fee, cities of examinations etc. Admission Brochures should be referred.

The candidates desiring to seek admission in GGSIPU may check all the details in the Admission Brochure available on [www.ipu.ac.in](http://www.ipu.ac.in). Candidates are advised to regularly check the University website for further information, updates and corrigendum (if any).

### 4. ELIGIBILITY CRITERIA

#### 4.1 Qualifying Examination

- (i) Eligibility criteria for admission in the GGSIPU mentioned in the admission brochure.
- (ii) Candidates are **neither required to send any certificates/documents in support of their eligibility nor printout of their Application Form or Confirmation Page to GGSIPU**. However, the candidates, in their own interest, must ensure themselves about their eligibility for the test. In the event of any ineligibility being detected by the GGSIPU at any stage, their candidature will be cancelled and they shall be liable for legal action. GGSIPU does not verify the information provided by the candidates during online registration and hence candidature will be purely provisional Program to the fulfillment of eligibility criteria.
- (iii) Candidates with post-graduate diploma/certificate awarded by Indian University/ Institute or foreign degree/diploma/certificate awarded by the foreign University/

institute should in their own interest, ascertain the equivalence of their diploma/degree/ certificate with Master's degree of recognized Indian universities from Association of Indian Universities (AIU), New Delhi ([www.aiu.ac.in](http://www.aiu.ac.in)).

#### 4.2 Age Limit for all programs (Except PGMC/SSMC)

S.No.	Program	As on 01.08.2020 candidate should not be beyond
1	For all Undergraduate Programs where entry qualification is 12th pass other than MBBS/BDS	21 years
2	For MBBS/BDS	25 years
3	For all other Post Graduate Programs where entry qualification is graduation	35 years
4	Bachelor of Vocation	45 years
5	BALLB/BBALLB	No Age Limit, subject to notification of Bar Council of India or the Hon'ble Court(s) before the commencement of Conselling / Admissions

#### Note:

1. Candidate should be not less than seventeen (17) years as on 31st December 2019 for BHMS/BAMS/MBBS/BDS Program.
2. For BHMS/BAMS candidates, the candidate must have attained or will attain the age of Seventeen (17) years as on 31st December 2020. The candidates attaining seventeen years on 01st January 2019 or later will not be eligible. Also, the Blind (including colour blind), deaf and/or dumb candidates shall not be eligible for admission to the program.
3. For Bachelor of Vocation Programs, the candidate should not be less than 16 years on 31/12/2020.
4. For SC/ST/OBC category candidates for MBBS/BDS, a relaxation of 5 years shall be granted on the maximum age specified.
5. Candidates desirous of applying for age relaxation as per norms above should apply in writing to **Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi 110078.**
6. **Age Relaxation:** The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned program (except the following CET's MBBS/BDS) if he/she is satisfied with the merit of the case. Candidates exceeding the upper age limit upto five years may provisionally apply/ appear in the Common Entrance Test. However, they would be required to submit to the satisfaction of the Admission Officer an explanation regarding the gap period, i.e., the details of the period spent by him/her after passing the qualifying examination to justify the relaxation. Such explanation should be in the form of an application to the concerned Admission Officer along with supporting documents (if any). Any relaxation of age beyond this shall be given by the Registrar of the University. The candidates desirous of applying for age relaxation should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University.



7. If a candidate takes admission on the basis of a false age claim, the admission of such a candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

**Note: Please refer Admission Brochure for age limit / relaxation criteria, process / norms for all programs.**

#### 4.3 Reservation Policy

For admission in GGSIPU, please refer the reservation policy available in the admission brochure.

The order further allows the candidate to opt for their own scribe/reader provided the qualification of the scribe is one step below the qualification of the candidate taking the examination. The candidate with bench-mark disabilities opting for their own scribe/reader should submit details of their own scribe as per proforma at Annexure-I.

Twenty minutes per hour compensatory time for duration of examination will also be allowed to the candidates who are availing the facility of scribe/reader/lab assistant.

The reservation policy, as announced by the government from time to time will be followed by the candidates and also advised to look for the details in the admission brochure of GGSIPU.

#### 5. FEE DETAILS AND IMPORTANT DATES:

Online submission of Application Form	<b>3<sup>rd</sup> March to 31<sup>st</sup> March, 2020 (upto 11:50 pm)</b>
Last date of successful transaction of fee through Credit Card/ Debit Card/ Net-Banking	<b>31<sup>st</sup> March, 2020 (upto 11:50 pm)</b>
Fee Payable by Candidates	<b>Rs. 1200/-</b>
<b>Processing charges &amp; Tax are to be paid by the candidate, as applicable</b>	
Correction in particulars of Application Form on website only	<b>1<sup>st</sup> April to 3<sup>rd</sup> April, 2020</b>
Downloading of Admit Cards from GGSIPU website	<b>By 20<sup>th</sup> April 2020, 12:00 P.M. onwards</b>
Dates of Examination	<b>Between 25<sup>th</sup> April to 5<sup>th</sup> May, 2020</b>
Duration of Examination	<b>150 minutes (2-1/2 hours)</b>
Timing of Examination	<b>First Shift : 08.00 am to 10.30 am</b>
	<b>Second Shift : 12.30 pm to 03.00 pm</b>
	<b>Third Shift : 05.00 pm to 07.30 pm</b>
Centre, Date and Shift for Candidates	<b>As indicated on Admit Card</b>
Display of Recorded Responses and Answer Keys	<b>To be intimated later through SMS and registered email and also on University website</b>
Website(s)	<b><a href="http://www.ipu.ac.in">www.ipu.ac.in</a></b>
Declaration of Result on GGSIPU website	<b>by 5<sup>th</sup> June, 2020 or as announced later</b>

## 6. HOW TO APPLY

### 6.1 Application Procedure

To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. GGSIPU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

#### (a) Particulars to be filled in the Online Application Form :

Before beginning the process of filling the Online Application Form, please keep the following ready with you:

- ❖ Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth
- ❖ Aadhar Card, if available
- ❖ Type of Identification – Bank A/c passbook with photograph/ Passport Number/ Ration Card/ Aadhaar Card Number/ Voter ID Card Number/ Other Govt ID
- ❖ Qualifying Degree/ Certificate or last semester marks sheet
- ❖ Your Mailing Address as well as Permanent Address with Pin Code
- ❖ **Order of preference of four cities** for examination amongst Delhi-NCR, Jaipur, Chandigarh and Lucknow.
- ❖ Code of CET program (**Refer in Admission Brochure**)
- ❖ Person with Disability (PwD) Certificate, if applicable
- ❖ e-mail address and Mobile Number of candidate
- ❖ Scanned images in **JPG/JPEG format only**:

<b>Candidate's Photograph</b>	<b>File size must be between 20 kb to 200 kb.</b>
<b>Candidate's Signature in running hand</b>	<b>File size must be between 10 kb to 50 kb.</b>

#### Step I: Registration Page

##### Fill in the basic information and note down the system generated Application No.

- (i) Candidate's Name/ Mother's Name/ Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in capital letters
- (ii) Date of Birth in dd/mm/yyyy format as recorded in Secondary School Examination or equivalent Board/ University certificate.
- (iii) Mobile Number and e-mail Address -Candidates must provide own Mobile Number and e-mail address.

**Note: Only one e-mail address and one Mobile Number are valid for one Registration**

#### Step II: Fill in the complete Application Form

##### Fill in the complete Application Form

1. The application particulars entered can be **edited before final submission** of the Application Form.
2. Once finally submitted, particulars in certain specific fields may be changed only during correction window. After that no communication in this regard would be entertained.
3. **All the steps for submission of Online Application Form, Uploading of Candidate's photograph, Candidate's signature, Payment of fee and Printing of Confirmation Page can also be done separately.**
4. Facility of submission of Online Application Form, uploading of photograph, signatures, payment of fee and printing of the Confirmation Page will be

*deactivated as per schedule for submission of Application Form. Hence, candidates are required to complete the process within the prescribed schedule.*

5. *Candidates are not required to send/ submit hard copy of Confirmation page to GGSIPU office. However, the candidates are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.*
6. *Registration will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.*
7. *Gender- Provide Candidate's gender as recorded in the I.D. Card viz. Bank A/c Passbook/ Passport/ Ration Card/ Other Govt ID.*
8. *Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.*
9. ***Choice of Cities for Examination Centres:*** *The candidate should select order of preference of four cities i.e. Delhi-NCR, Jaipur, Chandigarh & Lucknow of their preference choice for examination of CET 2020.*
10. ***CET Code/Program:*** *The candidate should select the CET/Non-CET program to appear from the Admission Brochure.*
11. ***Under no circumstances the choice of CET program filled in the Application Form shall be changed by the GGSIPU.***

### **Step III: Uploading of scanned images**

#### **(i) Candidate's Photograph: to be uploaded**

- Recent photograph must be uploaded on or after **01.01.2020**. Photograph should not be with cap or goggles.
- Spectacles are allowed only if being used regularly.
- **Polaroid and Computer generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Application without photograph shall be rejected.**
- **The photograph need not be attested. Candidates are advised to take 4 to 6 passport size coloured photographs with white background.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. re-shaped or seems to be manipulated by hand or computer, the form of the candidate will be rejected and the same would be considered as using Unfair means and the candidate would be dealt with accordingly.**

*Note: Same Passport size photograph is to be used for uploading with Online Application Form and for pasting on Attendance Sheet at the Examination Centre.*

**The candidate should scan his/her passport size photograph for uploading. File size must be between 20 kb to 200 kb.**

#### **(ii) Candidate's Signature: to be uploaded**

- **The candidate should put his full signature in running hand writing on white paper with Black Ink pen and scan for uploading.**
- **File size must be between 10 kb to 50 kb.**
- Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected.
- Further, unsigned Online Application Forms will also be rejected.

***Note: Candidate must ensure that the uploaded images are clear and proper.***

#### Step IV: Payment of Fee and Status of receipt of Online Application Form with Fee

- (i) Proof of fee paid (Photocopy of transaction slip of fees paid through Debit/Credit Card and Net Banking) is to be retained for future reference. **In case, the fee has not been remitted within the prescribed last date, the application would be treated as incomplete/unsuccessful and it shall not be considered.**
- (ii) Copy of the Confirmation Page is to be retained for future reference.
- (iii) **No request regarding non-receipt of Online Application Form/ Fee would be entertained by the GGSIPU after 31<sup>st</sup> March, 2020.**
- (iv) **Candidates are advised to keep visiting the GGSIPU website regularly for latest updates.**

**Candidates should check their inbox of the registered email ids and SMS in their registered Mobile Number for latest updates and information.**

#### 6.2 Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before submitting the Online Application Forms:

- (i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading **‘Conditions of Eligibility’ and ‘Age Limit’**.
- (ii) That they have selected their **category** viz General/General-EWS/OBC (Non-Creamy Layer)/SC/ST/PwD/ Transgender and Minority option, in the relevant column correctly.
- (iii) That they have filled their **Program and City of examination and code** in the relevant column correctly.
- (iv) That the Person with Disability (PwD) candidate has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.
- (v) Whether they have kept a Printout of Application Form (confirmation page) for their own record.

#### 7. **ADMIT CARD FOR CET 2020**

The Admit Card is issued provisionally to the candidates, subject to the fulfillment of the eligibility conditions.

The candidate has to download the Admit Card from the GGSIPU website from 7-10 days prior to commencement of examination dates for appear in the Examination at the given Centre on Date and Shift (Timing) as indicated in their Admit Card.

**No candidate will be allowed to appear in the Examination Centre, on Date and Timings other than that allotted to them in their Admit card.**

In case candidates are unable to download Admit Cards from the website, the candidate should approach the facilitation centre to be made operational 3 days prior to the CBT.

**The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.**

**Note:**

- a. Candidate may please note that Admit Cards will not be sent by post.
- b. In no case, the duplicate Admit Card for CET 2020 would be issued at the Examination Centres.
- c. Candidate must not mutilate the Admit Card or change any entry made therein.
- d. Candidates are advised to preserve their Admit Cards/ Registration Card (for non-CET programs) in good condition for future reference.
- e. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f. Issue of Admit Cards/ Registration Card (for non-CET programs), however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process.

**8. PROVISION FOR PERSONS WITH DISABILITY (PWD)**

**Please refer Admission Brochure of the detailed information.**

**9. CODE OF CONDUCT**

**9.1 Reporting Time and other important instructions**

- (i) **The candidates shall report at the Examination Centre 90 minutes before the commencement of the examination** so as to complete the frisking and registration formalities well before time. Registration desk will be closed 30 minutes prior to the examination.
- (ii) Candidates shall not be permitted to enter in the Examination Centre after 7.30 am in First Shift, after 12.00 noon in Second Shift and after 04:30 pm in Third Shift.
- (iii) The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.
- (iv) Candidates should take their seat immediately after opening of the Examination Hall. If the candidates do not report in time due to any reason i.e. traffic jam, train/bus delay etc, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Halls. The GGSIPU shall not be responsible for any delay.
- (v) The candidate must show, on demand, the Admit Card downloaded/printed from the GGSIPU website for admission in the examination room/hall. The Test Centre Staff on duty is authorized to verify the identity of candidates and may take steps to verify and confirm the identify credentials. Candidates are requested to extend their full cooperation. A candidate who does not possess the valid Admit Card shall not be permitted for the examination under any circumstances by the Centre Superintendent.
- (vi) A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allocated seat only. In case of a candidate who changes room/hall or the seat on his/her own other than the one allotted, candidature shall be cancelled and no plea would be accepted for it.
- (vii) The candidate should ensure that the question paper available on the computer is as per his/her opted Program indicated in the Admit Card. In case, the Program of question paper is other than his/her opted Program, the same may be brought to the notice of the Invigilator concerned.

- (viii) Candidate may approach the Centre Superintendent/ Invigilator in the room for any technical assistance, first aid emergency or any other information during the course of examination.
- (ix) **For those who are unable to appear on the scheduled date of test for any reason, re-test shall not be held by the GGSIPU under any circumstances.**

For any queries or issues regarding Computer Based Test, the candidates may contact GGSIPU on Helpline Numbers available on website.

## 9.2 Documents to be brought to the Examination Centre

- ❖ Candidates must bring the following documents to the Test Centre
- ❖ Print copy of **Admit Card** downloaded from GGSIPU website.
- ❖ **One passport size photograph** (same as uploaded on the Online Application Form) should be taken along for pasting on the specific space in the Attendance Sheet at Centre during the Examination. Any one of the **authorized photo IDs** (must be original, valid and non-expired) – PAN card/ Driving License/ Voter ID/ Passport/ Aadhaar Card (With photograph)/ Aadhaar Enrolment No/ Ration Card). **The name on the photo identification must match with the name as shown on the Admit Card.**

**If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Decree/Legal Name Change Document.**
- ❖ **PwD certificate** issued by the Competent Authority, if claiming the relaxation under PwD category.

## 9.3 Prohibited Materials at the Examination Centre

- (i) Candidates are not allowed to carry any baggage inside the Examination Centre. GGSIPU will not be responsible for any belongings stolen or lost at the premises.
- (ii) Candidates are not allowed to carry any textual material, Calculators, Docu Pen, Slide Rules, Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/ device etc.
- (iii) The candidates are prohibited to bring any kind of electronic gadgets/device in the examination room/hall. If any candidate is found to be in possession of any of the above item, his/her candidature will be treated as cancelled and will also be debarred for future examination(s). The items/material will be seized and the case treated as one of 'unfair means'.
- (iv) No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave their seat or Examination Room/Hall until the full duration of the paper is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators. Candidates should not leave the room/hall without handing over their rough sheets to the Invigilator on duty in the Room/Hall.
- (v) Smoking, chewing gutka, spitting etc. in the Examination Room/Hall is strictly prohibited.
- (vi) Tea, coffee, cold drinks, snacks or eatables things are not allowed to be taken inside the examination room/hall during examination hours.
- (vii) Candidates suffering from diabetes are allowed to carry into the examination hall the eatables like sugar tablets / fruits (like banana/apple/ orange) and transparent

water bottle. However, they will not be allowed to carry packed foods like chocolate/ candy/sandwich etc.

- (viii) The Candidates, especially those who are carrying the barred items, including the metallic objects such as Kara and Kirpan etc., should report at their respective Examination Centers one and half hour before the gate closing time, for ensuring timely checking/frisking and entry to the Examination Hall.

If upon screening at the Examination Centre, it is discovered that any candidate is actually carrying, within the 'Kara' and 'Kirpan', a suspect device, he/she may be asked not to take it in the Examination Hall (as directed by the Hon'ble Delhi High Court vide its Order dated 03.05.2018).

#### **9.4 Unfair Means**

The candidates are governed by all Rules and Regulations of the GGSIPU with regard to their conduct in the Examination Hall. All cases of unfair means will be dealt with as per rules.

- (i) If Candidates are found to be in possession of any of the following items, their candidature will be treated as cancelled and will be debarred for future examination(s). The items/material will be seized and the case treated as one of 'unfair means'.

Any textual material, Calculators, Docu Pen, Slide Rules, Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/device etc.
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- (ii) Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehavior.
- (iii) Candidates must not obtain or attempt to obtain or give assistance of any kind during the examination. This will result in expulsion and cancellation of candidature for the examination.
- (iv) If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of offence.

#### **9.5 Rough Work**

All calculations/writing work are to be done only in the rough sheet provided at the Test Centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall. Candidate should write his/her own name and roll no. on the rough sheet.

### **10. DISPLAY OF PROVISIONAL ANSWER KEY FOR CHALLENGES**

The GGSIPU will display Provisional Answer Key of the questions on the GGSIPU website [www.ipu.ac.in](http://www.ipu.ac.in) to provide an opportunity to the candidates to challenge the Provisional Answer Key. The Answer Keys are likely to be displayed for two to three days.

The Candidates will be given an opportunity to make a challenge online against the Provisional Answer Key on payment of Rs. 200/- per question challenged as processing charges.

**The GGSIPU decision on the challenges shall be final and the result will be declared on the basis of final answer keys.**

### **Display of Recorded Responses**

The GGSIPU will display the recorded responses and Question Paper attempted by the candidates on the GGSIPU website [www.ipu.ac.in](http://www.ipu.ac.in) prior to declaration of result. The recorded responses are likely to be displayed for two to three days.

## **11. RE-EVALUATION/ RE-CHECKING RESULT**

There shall be no re-evaluation/ re-checking of result. No correspondence in this regard shall be entertained.

### **11.1 Normalization Procedure**

#### **About Normalization**

Normalization means adjusting values measured on different scales to a notionally common scale

#### **11.2 Need for Normalization in Exam**

Exam pertaining for a particular post/course could be spread across multiple shifts which will have different question paper for each shift. The normalization is to be done by considering the difficulty level of each set, since the questions may be different in different sets and difficulty level of a particular set may be different from other sets.

Hence the normalization of scores need to be carried out for all the candidates who had written the exam, across shifts for the same post/course.

#### **11.3 Normalization Method**

The following has to be calculated for every shift for all the candidates who have written the exam for the same program:

**a. Average score for each Shift**

$X_{av}$  = total marks scored by candidates in a shift divided by no. of candidates in the shift.

**b. Standard Deviation of score for each Shift. Standard Deviation is a measure that is used to quantify the amount of variation of a set of data values:**

**N** = Number of candidates

**X** = Raw score of candidates

**L** = Total Raw score for all candidates in a shift

**$X_{av}$**  = Average which is total marks divided by no. of candidates.

**x** = Raw Score of Candidate - Simple Average ( $X - X_{av}$ )

Standard Deviation (**S**) =  $(\sum x^2)/N$



## Normalization Formula

**Normalized Score for each candidate (Xn) :  $X_n = (S_2 / S_1) * (X - X_{av}) + Y_{av}$**

<b>S2</b>	Is the SD of the shift with the Highest Average Score taken as <b>Base</b> for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
<b>S1</b>	Standard Deviation for the corresponding shift (to be scaled to S2)
<b>X</b>	Raw score of a candidate
<b>Xav</b>	Simple average of the Shift
<b>Yav</b>	Average corresponding to shift with highest Average (taken as <b>Base</b> for normalization)

Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores. Only exception is made if this shift (with highest average) has far less number of candidates as compared to other shifts. In that case we take the next shift with 'highest Average' as base for normalization.

70% of the average attendance is the limit. Any value below this should not be considered for the base.

## **12. PROCEDURE FOR APPEARING IN COMPUTER BASED TEST (CBT)**

**Please see Annexure-III**

## **13. MOCK TEST PRACTICE**

To familiarize students with CBT mode, the facility of mock test will be available to all the registered candidates. The mock test will help the candidates to familiarize themselves with logging into the systems, going through the detailed instructions regarding the test, using mouse or numeric keyboard on-screen (virtual) for attempting calculation based questions, scrolling down or scrolling up for the next questions, navigating between questions, review and editing their options and submitting them.

## **14. CORRESPONDENCE WITH GGSIPU**

All the correspondence should preferably be addressed by e-mail. The email query shall be addressed only if it is not anonymous and the name, postal address and phone number of the sender are clearly stated. An email to GGSIPU which is vague, unrelated or already covered in the Admission Brochure or FAQs shall not be entertained. Queries shall not be entertained from person claiming to be representatives, associates or officiates of the applicant/ candidate. The following information shall not be revealed by phone or email:

- a. Internal documentation/status.
- b. Internal decision-making process of GGSIPU. Any claim/counter claim thereof.
- c. Dates & venue of internal meetings or name of the staff/officers dealing with it.
- d. Any information which in the opinion of GGSIPU cannot be revealed.

**15 HELP DESK/ FACILITATION CENTRE**

**For solving queries of candidates regarding problem faced during registration through dedicated telephone and e-mail. There is provision of informing the candidates through e-mail and sms. Facilitation Centre will be at GGSIPU for redressal of candidates' queries.**

The Registered Candidate(s) are advised to use the online facility for speedy and favorable response before mailing their queries on the official email id of GGSIPU i.e. [www.ipu.ac.in](http://www.ipu.ac.in)

**16. LEGAL JURISDICTION**

Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Court.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
16c, Dwarka, New Delhi - 110078

**Conduct of Computer Based Test for admission in various programs in GGSIPU**

**DECLARATION BY THE BLIND/OH CANDIDATE**

I \_\_\_\_\_ S/o,W/o,D/o \_\_\_\_\_  
R/o \_\_\_\_\_  
Roll Number : \_\_\_\_\_ for the examination for the post of \_\_\_\_\_  
\_\_\_\_\_ (Post Code : \_\_\_\_\_) exam schedule on \_\_\_\_\_ session \_\_\_\_\_  
hereby declared that Mr./Ms. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
\_\_\_\_\_, R/o \_\_\_\_\_ has  
agreed on my request to act as my scribe for the above online computer based test/examination.

**DECLARATION BY THE SCRIBE/WRITER**

I \_\_\_\_\_ S/o,W/o,D/o \_\_\_\_\_  
R/o \_\_\_\_\_  
holder of identification \_\_\_\_\_ have agreed to act as scribe for Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ the  
Blind / Partly Blind / OH candidate having Roll No. \_\_\_\_\_ for the examination for the  
post of \_\_\_\_\_ (Post Code: \_\_\_\_\_) exam scheduled on \_\_\_\_\_  
and Session \_\_\_\_\_ .

I declared that my educational qualification as on date \_\_\_\_\_ is (Tick the box):

Below Metric	Metric	10+2	Graduate	Post Graduate

Space for pasting of recent passport size photograph of **Scribe** to be cross self attested

Space for pasting of recent passport size photograph of **Candidate** to be cross self attested

If the above declaration is found false, I shall be solely responsible for the consequences and loss suffered by the candidate.

**Signature of Scribe**

If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own cost and risk. I Understand that if the declaration of the scribe is found false, I may be debarred from the examination.

**Signature of the Blind/OH Candidate**

**Note: The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose.**

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Candidates have to apply for CET- 2020 “Online” ONLY by accessing the website [ipu.ac.in](http://ipu.ac.in). The Application Form other than online mode would not be accepted, in any case. Only one application is to be submitted by a candidate for one course. More than one application i.e. Multiple application forms submitted by a candidate for one course will be rejected

It is suggested that you have the following ready before starting the filling of the application form:

- A computer with good Internet connectivity
  - All your qualification details
  - Scanned clear passport photograph in JPG/JPEG format (size between 20 kb–100 kb)
  - Scanned clear signature in JPG/JPEG format (size between 10 kb–50 kb)
  - A valid e-mail Id as all communication will be made on this e-mail Id
  - A valid mobile number as all information via SMS will be sent to this number
  - A valid debit/credit card or Net banking account for online payment
  - A printer connected to your system to print confirmation page
- Download information Bulletin. Read it carefully to ensure your eligibility and acquaint with the requirements for submission of Online Application Form.
- No corrections can be made at a later stage after submission of an application. **No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**
- **Follow following 5 (Five) Steps to Apply Online:**

Step-1: Fill in the online Application Form and **Note down the system generated Application Number**

Step-2: Upload scanned images of Candidate's Passport size Photograph (between 20 kb–100 kb) and Candidate's Signature (between 10kb – 50 kb) in JPG/JPEG format.

Step-3: Make payment of fee using Credit/Debit Card, Net Banking, UPI and keep proof of fee paid.

Step-4: Print at least four printout of Confirmation Page after successful remittance of fee

Step-5: Choose the city for giving the examination CET-2020

- **All the 5 Steps can be done together or separately also.**

**Note:**

- (i) **The final submission of online Application form will remain incomplete if Step - 2 Step -3, Step - 4 and Step -5 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.**
- (ii) No request for refund of fee once remitted by the candidate will be entertained
- (iii) **The entire application process of CET - 2020 is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to IPU through Post/Fax/ By Hand/E-mail.**
- (iv) **Candidates are advised to keep visiting the IPU's website regularly for latest updates and to check their e-mails.**
- (v) **The IPU can make use of the data generated for the purpose of research and analysis.**

All the candidates who have submitted the online application and paid the examination fee till last date will be allowed to appear in CET - 2020 and their admit cards will be uploaded on the website as per schedule. The IPU do neither verify the information filled by the candidates in the application form nor verify any certificate of category/educational qualification for deciding the eligibility of candidates. The certificates of educational qualification and category (if applied under reserved category) will be verified by the concerned institution. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category). The IPU will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in their online application form. The letter/e-mails in this regard will not be entertained by the IPU.

The candidates are required to check the status of fee payment at IPU website ([ipu.ac.in](http://ipu.ac.in)) and if the status is 'OK' the candidate will be able to take the **printout of Confirmation Page**. In case, the fee payment status is not 'OK' the candidates are advised as following: -

- If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status. For cancelled transactions, the amount will, automatically, be refunded by the concerned Bank to concerned credit/debit card. The candidate has to pursue with the concerned bank for refund.

## TEST PATTERN

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### *Scheme of the Tests (Except for National Level Test based admissions):*

1. The test paper will contain 100 objective-type questions in total for all CETs. Each question will be provided with four alternative answers marked as (1), (2), (3) and (4). Out of these for multiple choice questions, only one correct; or most appropriate answer should be selected and marked on the computer.
2. Each multiple choice question shall carry four marks. There will be negative marking for incorrect answer except M.Phil. and Ph.D. 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 400 marks.
4. The medium of the tests will be English only except for BED for which the test shall be in English and Hindi;
5. For those who are unable to appear in the test on the scheduled date for any reason, retest will not be held by the IPU under any circumstances. No refund of fee is permissible.

### *Reporting for the Test*

1. **The Candidate should report at the Examination centre 90 minutes prior to the time of commencement of CET.**
2. **No candidate will be allowed to enter in the Examination hall after the commencement of CET.**
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 checking the submit button at the end of the prescribed time

**INSTRUCTIONS FOR REPORTING FOR THE CET**

**PLEASE READ THE FOLLOWING IMPORTANT INSTRUCTIONS CAREFULLY**

2. After registration for CETs, the E-Admit Cards will be made available on GGSIPU website: <http://www.ipu.ac.in> for downloading and printing by candidates. In case the E-Admit card is without photograph, you are advised to bring 02 recent passport size photographs at the examination center along with photo Identification proof for pasting in attendance sheet/admit card by the Invigilator.
3. The candidate must bring print out of the E-Admit Card (sample annexed) to the allocated examination center on the Date and Time mentioned along with at least one valid ORIGINAL PHOTO IDENTIFICATION CARD viz. Voter Identity Card, Driving License, PAN Card, Passport, Aadhaar Card, Employer ID (Government) issued by Government Authorities. **(NO COLOUR PHOTOCOPY / SCANNED COPY / SOFT COPY OF THE IDENTITY CARD SHALL BE ACCEPTED UNDER ANY CIRCUMSTANCES)**. No candidate will be allowed entry without valid E-Admit Card and Photo Identification Card (in original). Please retain this E-Admit Card carefully for future records
4. The questions will be only in English, except for B.Ed. program.
5. For rough work, candidates should bring at least two pens.
6. **NO REQUESTS FOR CHANGE IN EXAMINATION DATE/SESSION/CENTRE/VENUE WILL BE CONSIDERED UNDER ANY CIRCUMSTANCES.**
7. The candidate is required to reach/report at examination center as per reporting time given above.
8. The Online Examination will be of 150 Minutes and shall consist of Objective Type 100 Questions with 4 Multiple Choice Responses (Answers) out of which candidate has to choose one correct response (answer) only. Each question shall carry Four Marks. **There shall be a negative marking of one mark for every wrong answer except in M.Phil. and Ph.D. exams.**
9. Candidates are advised to reach their allotted examination center on or before reporting time as mentioned in E-Admit Card so that entry formalities i.e. Biometric and frisking can be done prior to allotment of computer nodes for appearing in examination. The entry gates of examination center will be closed before half an hour before commencement of Computer Based Test. **NO LATE COMING IS ALLOWED UNDER ANY CIRCUMSTANCES.**
10. The candidates should check the particulars viz., Name, Date of Birth, Category, Sub-category, etc. mentioned in E-Admit Card carefully and also eligibility in all respects as per admission process in **Admission Brochure**.

In case of grievance w. r. t. particulars i.e., Name, Date of Birth, Category, Sub-category, any admit card related query, etc. as mentioned in online application is not resolved, then the candidate is advised to personally report at the '**Facilitation Counter**' in the University Campus at Dwarka from 10.00 AM to 02.00 PM with copies of documentary proofs i.e., copy of online application form, certificate, testimonials, etc. along with **two (2) passport size photographs** and photo identity card so that necessary corrections are made.

11. Your candidature in the whole admission process /selection process is "**PURELY PROVISIONAL**" pending scrutiny of your eligibility as mentioned in the **Admission Brochure** for the program. In case, it is found at any stage of selection that the candidate does not fulfill the eligibility criteria and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in the Admission Brochure including Age, Caste Category, Sub-Category, Application Fee, Educational Qualification, etc. the candidature of such a candidate will be rejected at any stage of selection process and even after appointment.
12. **The candidate should bring print out of E-Admit Card (sample annexed), Identity Proof (in original), 2 recent color passport size photographs to the Examination Centre. In case of post marriage change in name, the candidate must bring the original matriculation certificate along with marriage registration certificate / other documentary proof (in original) to establish the identity after marriage.**  
Frisking will be done at entry gates and during examination. Candidates are strictly advised not to bring any electronic devices viz., mobile or cellular phones, electronic gadgets, earphones or microphones, all type of watches,


electronic or non-electronic communication devices, hand bags, purse, calculator, log tables/pager, digital diary, book/notes, pen and any type of metallic items etc. which are strictly prohibited in the examination center. If any candidate is found in possession of any of these devices/documents, his/her candidature is liable to be disqualified. Candidates are also advised not to bring any valuable costly items to the examination center as arrangement of safe keeping of the same cannot be assured and exam center will not be responsible for safe custody, loss or theft.


13. Once the Biometric Attendance Registration and Capturing of Photograph are done at Registration Desk, the Candidate should proceed to the allocated computer node and should not leave the Examination Hall/Room till the Computer Based Test is over. After the computer-based test is over, the candidates should appear for bio-metric re-verification before leaving the computer lab. The candidate should ensure that biometric image and photograph are captured properly during bio-metric verification as your bio-metrics captured during CBT may be verified during the remaining stages of selection process.
14. The User ID and Password for the Computer Based Test (CBT) will be provided to the Candidate 10 minutes before the commencement of examination at their respective computer terminal. The Candidate will be required to enter Login ID and Password which will be provided at examination center to appear for Computer Based Test. Please ensure that your name, photograph appearing on the computer screen are correct after Login.
15. The candidate should retain the E-Admit Card carefully for future records as the same is required to be produced at the time of counseling and verification of documents.
16. The candidates as per government guidelines who has disability of 40% or more may opt for his or her own scribe for marking responses (answers) on their behalf, if so desired, provided that they produce original medical certificate issued by competent medical authority regarding such disability at the time of entry to the examination center. All the candidates with disabilities will be allowed "compensatory time" of 50 minutes (over and above the normal duration of examination i.e., 2:30 Hrs.). A scribe declaration form will be provided on the GGSIPU website, which is to be downloaded, filled and brought along with admit card on the day of examination.
17. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means i.e., verbal or written, electronic or mechanical or taking away the papers supplied in the examination center or found to be in unauthorized possession of test content will be considered as serious misconduct and will be debarred/disqualified from examination. GGSIPU will take disciplinary and legal action as per rules and such cases will be reported to police, if necessary.
18. Candidates must refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the GGSIPU and legal proceedings could be initiated against him/her.
19. Any query/objection related to any question and its option(s)/answer by the candidates will be addressed by payment of Rs. 200/- per question only through ONLINE 'Objection Link' within five (05) days from the date, when the details of the said link are provided at GGSIPU website: <http://www.ipu.ac.in> after the close of the examination. The communication in this regard will be sent to all the candidates, who have attended the online examination on their registered Email IDs and through mobile alerts. Any representation thereafter, in this regard will not be entertained. Objection/complaint received through any other mode of communication/channel will not be entertained under any circumstances.
20. The candidates should regularly visit GGSIPU website <http://www.ipu.ac.in> for latest updates through notifications, instructions, circulars related to this admission process.
21. No travelling expenses will be admissible for appearing in Computer Based Test.
22. The tentative schedule of 2 / 3 shifts for the exams in CBT mode shall be as under:
  - a. Ist Shift : 08:00 Hrs – 10.30 Hrs
  - b. IInd Shift : 12.30 Hrs – 15.00 Hrs
  - c. IIIrd Shift : 17.00 Hrs – 19.30 Hrs


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## **ONLINE EXAMINATION INSTRUCTIONS**


1. Total duration of examination is as mentioned in the E-Admit card.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

 You have not visited the question yet.

 You have not answered the question.

 You have answered the question.

 You have NOT answered the question, but have marked the question for review.

 The question(s) "Answered and Marked for Review" will **not** be considered for evaluation.

### **Navigating to a Question :**

4. To answer a question, do the following:
  - a. Click on the question number in the Question Palette to go to that question directly.
  - b. Click on **Save &Next** to save your answer for the current question and then go to the next question.
  - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.
  - d. **Caution:** Note that your answer for the current question will be not be saved, if you navigate to another question directly (**without saving the answer**) by clicking on its question number.
5. You can view all the questions by clicking on the **Question Paper** button. Note that the options for multiple choice type questions will not be shown.

### **Answering a Question :**

6. Procedure for answering a multiple choice type question:
  - a. To select your answer, click on the button of one of the options.
  - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
  - c. To change your chosen answer, click on the button of another option
  - d. To save your answer, you **MUST** click on the **Save & Next** button.

To mark the question for review, click on the **Mark for Review & Next** button. **If an answer is selected for a question that is Marked for Review, that answer will not be considered in the evaluation since there is negative marking for each wrong answer.**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

[GGSIU CET ADMISSION 2020]

**ADMIT CARD****(Copy 1)**

Applied Program		
Roll No.		
Application Reference No.		
Name of the Candidate		
Date of Birth		
Category Applied		
Type of Disability (for PwD)	Scribe	
Date & Day of Examination		Scanned Photograph & Signature of Candidate
Reporting Time		(Examination Authority)
Main Gate Closing Time		
Examination Time		
Venue/Examination Centre		

✂===== CUT HERE (Copy 1 to be submitted to the Exam Centre Incharge. Copy 2 to be retained by the candidate)  
=====✂

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

[GGSIU CET ADMISSION 2020]

**ADMIT CARD****(Copy 2)**

Applied Program		
Roll No.		
Application Reference No.		
Name of the Candidate		
Date of Birth		
Category Applied		
Type of Disability (for PwD)	Scribe	
Date & Day of Examination		Scanned Photograph & Signature of Candidate
Reporting Time		(Examination Authority)
Main Gate Closing Time		
Examination Time		
Venue/Examination Centre		

The important instructions / guidelines for appearing in the CET online Computer Based Test given on next pages.  
Therefore, the candidate advised to download all page of this admit card.

LIST OF CET PROGRAMS**CET for Programs of Studies at Graduation Level (CET UG)**

<b>S.No.</b>	<b>Name of CET</b>	<b>Abbreviated Name of CET</b>	<b>CET Code</b>
1	Bachelor of Computer Applications	BCA	114
2	Bachelor of Science (Nursing) (Only for Unmarried Female Candidates)	BSC (N)	115
3	Bachelor of Education	BED	122
4	Paramedical Programs of Studies: 1. Bachelor of Physiotherapy (BPT)- 2. Bachelor of Prosthetics and Orthotics (BPO) 3. Bachelor of Occupational Therapy (BOT) 4. Bachelor of Science (Medical Lab. Technology) (BSCMLT) 5. Bachelor of Audiology and Speech Language Pathology (BASLP) 6. Any new Paramedical program started by the University in the Academic Session 2020-21 with the same eligibility condition(s) as for this CET.	PARA MEDICAL	124
5	BBA & Allied Programs: 1. Bachelor of Business Administration 2. Bachelor of Business Administration (Banking & Insurance) 3. Bachelor of Business Administration (Computer Aided Management)	BBA	125
6	Bachelor of Arts (Journalism & Mass Communication)	BA (JMC)	126
7	Bachelor of Hotel Management & Catering Technology	BHMCT	127
8	Bachelor of Arts (English) (Honours)	BA (ENG)	184
9	Bachelor of Commerce (Honours)	BCOM	146
10	Bachelor of Education (Special Education) - BED (Spl. Edu.) in the areas of 1. Hearing Impairment 2. Mental Retardation 3. Autism Spectrum Disorder Any new BED (Spl. Edu.) program started by the University in the Academic Session 2020-21 with the same eligibility condition(s) as for this CET.	BED (SPL)	159
11	Bachelor of Arts (Economics) (Honours)	BA (ECO) H	197
12	Bachelor of Science (Yoga)	BSC(Y)	117
13	Bachelor of Science in Nursing (Post Basic)	BSC (N) PBASIC	188

S.No.	Name of CET	Abbreviated Name of CET	CET Code
14	Lateral Entry to B.Tech. Programs for Diploma holders (Admission is to the 2 <sup>nd</sup> year/ 3 <sup>rd</sup> semester of the 4 year degree program of the batch admitted in the previous academic session, 2019-20, for the CET Code 131).	LEBTECH (DIPLOMA)	128
15	Lateral Entry to B.Tech. Programs for B.Sc. Graduates (Admission is to the 2 <sup>nd</sup> year/ 3 <sup>rd</sup> semester of the 4 year degree program of the batch admitted in the previous academic session, 2019-20 for the CET Code 131).	LEBTECH (BSC)	129
16	Bachelor of Technology (Bio-Technology)	BTECH (BT)	130
17	Bachelor of Pharmacy	BPHARMA	133

### CET for Post – Graduate Professional Programs of Studies (CET PG)

S.No.	Name of CET	Abbreviated Name of CET	CET Code
1	M.Tech. CET for the following programs of studies (Computer Science Group): 1. M.Tech. (Computer Science & Engineering) (Regular) 2. M.Tech. (Information Technology) (Regular) 3. M.Tech. (Information Security) (Regular)	M.Tech (CSG)	139
2	M.Tech. CET for the following programs of studies (Electronics Group): 1. M.Tech. (Digital Communication) (Regular) 2. M.Tech (Electronics & Communication Engineering) (Regular) 3. M.Tech. (VLSI Design) (Regular) 4. M.Tech. (Signal Processing) (Regular) 5. M.Tech. (RF & Microwave Engg.) (Regular)	M.Tech (EG)	140
3	M.Tech (Tool Engineering) (Regular)	M.Tech (TE)	147
4	M.Tech. (Biotechnology) (Regular)	M.Tech (BT)	148
5	M.Tech. (Nano Science and Technology) (Regular)	M.Tech (NST)	149
6	M.Tech. (Engineering Physics) (Regular)	M.Tech (EP)	150
7	M.Tech. (Chemical Engineering) (Regular)	M.Tech (CE)	152
8	M.Tech. (Robotics and Automation) (Regular)	M.Tech (R&A)	156
9	MBA Program like: 1. Master of Business Administration 2. Master of Business Administration (Financial Analysis) 3. Master of Business Administration (International Business) 4. Master of Business Administration (Financial Management)	MBA	101

S.No.	Name of CET	Abbreviated Name of CET	CET Code
10	Master of Business Administration (Information Technology)	MBA(IT)	116
11	Master of Arts (Mass Communication)	MAMC	106
12	MPT CET for the following programs: 1. Master of Physiotherapy (Musculoskeletal) 2. Master of Physiotherapy (Neurology) 3. Master of Physiotherapy (Sports) 4. Master of Physiotherapy (Cardiopulmonary)	MPT	107
13	Master of Occupational Therapy (Neurology)	MOT (N)	108
14	Master of Prosthetics and Orthotics	MPO	109
15	Master of Science (Environment Management)	MSC (EM)	111
16	Master of Arts (English)	MA (ENG)	113
17	Master of Arts (Criminology)	MA (CRIM)	118
18	Master of Science (Forensic Sciences)	MSC (FS)	119
19	Master of Education - M.Ed.	MED	120
20	Master of Science (Biodiversity & Conservation)	MSC (B&C)	123
21	CET for the following programs: 1. Master of Arts (Conservation, Preservation and Heritage Management) 2. Master of Arts (Archaeology and Heritage Management)	MA(HERIT)	141
22	Master of Science (Natural Resource Management)	MSC (NRM)	145
23	Master of Arts (Economics)	MA (ECO)	162
24	Master of Computer Applications	MCA/ MCA(SE)	105
25	Master of Computer Applications (Lateral Entry)	MCA (LE)	163
26	Master of Science (Nursing) 1. Cardio Vascular & Thoracic Nursing 2. Any other specialization	MSC (N)	198
27	Master of Science (Yoga)	MSC (Y)	187
28	M.Sc. Medicinal Chemistry & Drug Design	MSC (MC&DD)	405

#### **CET for M.Phil/ Ph.D. Programs (CET M.Phil / Ph.d.)**

S.No.	Name of the Program	Abbreviated Name	CET Code
1	M.Phil. (English)	MPHIL (E)	161
2	M.Phil. (Clinical Psychology)	MPHIL (CP)	157
3	M.Phil. (Psychiatric Social Work)	MPHIL (PSW)	199
4	Ph.D Education	Ph.D (Edu)	311
5	Ph.D Electronics & Communication	Ph.D (E&C)	212

6	Ph.D Environmental Sciences	Ph.D (ES)	251
7	Ph.D Mechanical & Automation Engg.	Ph.D (MA Engg)	213
8	Ph.D Chemistry	Ph.D (Chem)	282
9	Ph.D Management	Ph.D (Mgt)	221
10	Ph.D Mathematics	Ph.D (Maths)	281
11	Ph.D English	Ph.D (Eng)	291
12	Ph.D Chemical Technology	Ph.D (CT)	231
13	Ph.D Biotechnology	Ph.D (Bio Tech)	241
14	Ph.D Physics	Ph.D (Phy)	283
15	Ph.D (Law and Legal Studies)	Ph.D (L&LS)	301
16	Ph.D -Mass Communication	Ph.D (MC)	261
17	Ph.D-InformationTech./Computer Sc. & Engg./ Computer Applications	Ph.D (IT/CS/CA)	211
18	Ph.D Disaster Management	Ph.D (DM)	402
19	Ph.D Pharmaceutical Chemistry	Ph.D (PC)	401

### **CET for Postgraduate Diploma (CET Others)**

<b>S.No.</b>	<b>Name of Program</b>	<b>Abbreviated Name</b>	<b>CET Code</b>
1	Advance Diploma in Child Guidance and Counselling	ADCGC	175
2	Post Graduate Diploma in Security Management	PGDSM	177
3	Post Graduate Diploma in Victimology and Victim Assistance	PGDVVA	178
4	Post Graduate Diploma in Cyber Crime and Law	PGDCCL	179

## NON CET PROGRAM (UG / PG & OTHERS)

### **National Level Test for Admissions (Non – Medical Programs)**

<b>S.No.</b>	<b>Name of Program</b>	<b>Name of CET</b>	<b>CET Code</b>
1	Bachelor of Technology	BTECH	131
2	Bachelor of Law	LLB	121
3	Master of Law	LLM	112
4	Master of Business Administration	MBA	101
5	Bachelor of Architecture	B.Arch	100
6	Master of Computer Applications	MCA/ MCA(SE)	105

### **National Level Test for Admissions (Medical Programs)**

<b>S.No.</b>	<b>Name of CET</b>	<b>Name of CET</b>	<b>CET Code</b>
1	Bachelor of Medicine & Bachelor of Surgery (MBBS)	MBBS	103
2	Bachelor of Dental Surgery (BDS)	BDS	104
3	Bachelors Degree in Homeopathy and Surgery	BHMS	154
4	Bachelor of Ayurveda, Medicine and Surgery	BAMS	153
5	Post Graduate Medical Degree/ Diploma (Streams available shall be notified before the start of counselling for admissions)	PGMC	102
6	D.M./M.Ch. (Super Specialty Medical Programs)	SSMC	132
7	Post Graduate Ayurveda Courses	PGAC	196

### **Programs of Studies for which classes are conducted on weekends**

<b>S.No.</b>	<b>Name of Program</b>	<b>Abbreviated Name</b>	<b>CET Code</b>
1	Master of Business Administration (with sectorial specialization)	MBA (WE)	155
2	Master of Law (2 years)	LLM (WE)	181
3	Master of Technology (Computer Science & Engg.)	MTECH(CSE WE)	182
4	Master of Technology (Electronics & Communications Engg.)	MTECH(EC) (WE)	183
5	Master of Business Administration (Disaster Management)	MBA (DM) (WE)	186

### Postgraduate Diploma (NO CET)

The following post graduate diplomas are offered by the University:

S.No.	Name of Program	Abbreviated Name	CET Code
1	PG Diploma in Yoga Therapy for Medicos and Paramedicos	PGDYTPM	176
2	PG Diploma in Disaster Preparedness and Rehabilitation	PGDDPR	180
3	PG Diploma Disaster Management (Full Time/ Part time)	PGDDM	174
4	PG Diploma Fire & Life Safety Audit	PGDFLSA	173

### Vocational Programs (NO CET TO BE CONDUCTED)

S.No.	Name of Program	Abbreviated Name	CET Code
1	Master of Vocation (Automobile)	MVOCA	189
2	Master of Vocation (Software Development)	MVOCSD	190
3	Master of Vocation (Interior Design)	MVOCID	191
4	Bachelor of Vocation Programs in (a) Applied Arts (Only for Female Candidates) (b) Automobile (c) Construction Technology (d) Interior Design (Only for Female Candidates) (e) Power Distribution Management (f) Printing Technology (g) Software Development (h) Electronics & Communication	BVOC	200