

ADMISSION BROCHURE
FOR
BACHELOR OF
OCCUPATIONAL THERAPY
ACADEMIC SESSION 2017-18



**Admission Brochure for Bachelor of Occupational Therapy
(BOT) – Academic Session : 2017-18**

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC 16 C DWARKA NEW DELHI 110078

1. Admission to Bachelor of Occupational Therapy

The admissions to the Bachelor of Occupational Therapy programme of studies in the ISIC Institute of Rehabilitation Sciences, Vasant Kunj, New Delhi, affiliated to Guru Gobind Singh Indraprastha University (GGSIPU) is through common entrance test (CET) conducted by the University.

This admission brochure is to be read in continuation of the previously notified admission brochure (and parts thereof) for the Academic Session 2017-18 and, other notices and circulars of the University notified from time to time.

The University reserves the right to cancel any CET.

Only Indian citizens candidates are eligible for admission through this admission brochure.

Terms and conditions notified in this brochure and Part A and Part B of the general admission brochure, and notices and circulars notified time to time on the University website <http://www.ipu.ac.in>, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

1.1 Bachelor of Occupation Therapy Common Entrance Test (BOT)

S.No.	Name of CET	Abbreviated Name of CET	CET Code
1	Bachelor of Occupation Therapy	BOT	194

NOTE:

1. All applicants must appear in the appropriate CET for admission.
2. Only CET qualified applicants shall be considered for admission, through the University counselling, subject to fulfillment of eligibility and admission criteria.

1.2 Application Form Fee

All the candidates shall submit application forms only through online mode for the Common Entrance Tests 2017. The application form is available at the University

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website <http://www.ipu.ac.in>. The application form along with the Common Entrance Test Fee of Rs.1000/- excluding processing charges and taxes, as applicable, shall be available from 18th September, 2017 to 27th September, 2017. The Admit Cards can be downloaded by using candidates log-in ID and password, online. Processing charges & taxes are non-refundable.

1.3 Important Dates/Time

1	Start of application submission for CET Code 194	18 th September, 2017
2	Last date for application submission for CET code 194	3 rd October 2017 (upto 4.00 PM)
3	Availability of Admit Cards (online on the University Website)	9 th October 2017
4	Common Entrance Test CET Code 194	14 th October 2017 (10.30 AM to - 1.00 PM)
5	Declaration of CET Result CET Code 194 (on the University Website)	On or before 21 st October 2017
6	Display of Counselling Schedule for Admission	21 st October 2017
7	Conduct of Admission Counselling	25 th October 2017

These are tentative dates and may vary. The candidates are advised the University website regularly for updates.

The applications should be submitted on or before the last date. On the last date of application, the application can be submitted by 4.00 PM only.

1.4 Important Instructions

1. The term "University", in this admission brochure shall mean the Guru Gobind Singh Indraprastha University.
2. The application forms shall be available in the online mode only from the University Website: <http://www.ipu.ac.in>
3. The last date of application may be extended.
4. It is the responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission. Appearing for the written examination does not necessarily mean acceptance of eligibility.

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5. The applicants are advised that since the form filling as well as admit cards shall be made available through the online mode only, they must keep the details of their login id and the password secure and safe.
6. Applicants should be careful in choosing the CETs that they apply for, as no change would be permissible after the application has been submitted.
7. After the application for any CET is submitted, if there is any mistake in date of birth, spelling mistake in name of applicants or the parents name or in the choice of category claimed for the purpose of availing reservation, the applicant must submit an application in physical form (together with applicable processing fees of Rs. 500/-) to:
Reception, Examination Division, Guru Gobind Singh Indraprastha University, Delhi.
- This application must be submitted till 4.00PM on 5th October 2017 together with the applicable fees.
8. No separate intimation will be sent to the candidates regarding declaration of results and commencement of counselling/ admission. Result will be declared on University Website (<http://www.ipu.ac.in>). Detailed schedule of first counselling/admissions will be notified prior to commencement of respective counselling, on the University Website (<http://www.ipu.ac.in>).
9. The University will declare and display the ranks of only those candidates who are declared as qualified in the CET-2017. The candidates will be called for counselling/admission depending upon the number of seats available. The admissions will be made only out of these qualified candidates strictly in order of merit. The rank of candidates who do not qualify in CET-2017 will not be declared.
10. Applicants should retain a printout of the CET application form as proof of application.
11. In all communications regarding submission of application or otherwise related to admissions, the copy of the application form must be submitted as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.
12. There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.

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13. The detailed schedule for counselling / admissions shall be notified after declaration of merit/result of the CET.

14. The list of documents required shall be informed through the detailed counselling schedule as notified on the University website <http://ipu.ac.in>.

15. The candidates are advised to check their status with the help of the login id and password.

16. Write the complete e-mail address and phone number in the form carefully. Please note that this e-mail address and phone number may be used by the University for future communication.

17. No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU. If at any stage it found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.

18. All candidates desirous of seeking admission to any programme of study and/or any institution (including the University Schools of Studies) affiliated to the University, shall be bound by the conditions as laid down in this admission brochure; and the rules and regulations as enshrined in the University Act, Statutes, Ordinances, notifications and guidelines issued from time to time.

19. For formats of self-declaration / affidavits / undertakings required at the time of admissions, all candidates are advised to see PART – B of the Admission Brochure.

20. All admitted students to any programme / institution (affiliated institutions of the University and / or University Schools of Studies) and they shall have to give an affidavit / undertaking for not indulging in any Ragging during the tenure of the student in the University.

21. The guidelines specified in this admission brochure are without prejudice to any measures undertaken by the University in compliance of any law or directions of the Hon'ble Courts; or any directions / notifications of the Government of NCT of Delhi and / or Government of India.

2. Details of BOT

2.1 Details of Seats in BOT – Total Sanctioned Seats in BOT, as present, is 25 (twenty five).

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2.2 Eligibility Conditions & Admission Criteria

The eligibility conditions specified below is for the general / open category of admissions are specified herein. For relaxation of eligibility conditions for reserved categories, please refer to the Chapter – 6 entitled "Reservation Policy".

2.3 Eligibility Criteria

Pass in 12th Class of 10+2 of CBSE or equivalent with a minimum aggregate of 50% marks in Physics, Chemistry and Biology provided the candidate has passed in each subject separately. A candidate also must have passed in English (core or elective or functional) as a subject in the qualifying examination.

2.4 Subjects for Common Entrance Test, CET Code 194

- (i) Physics- (25%)
- (ii) Chemistry – (25%)
- (iii) Biology – (50%)

2.5 CET Admit Card

1. The Admit Card will be available online, 5 days before the date of the CET. The Admit Cards may be downloaded from the candidates individual account using log-in ID and password from the website which was used for filling up the application form.

2. No candidate will be allowed to enter the Examination Hall without the valid CET Admit Card 2017, issued by the University.

3. Candidates are required to carry two printouts of the admit card at the time of CET. One copy of the admit card should be retained by the candidate after getting it signed by the Invigilator. The second copy should be handed over to the Invigilator for University records. Both the copies shall require a passport sized photograph of the candidate is pasted. Candidates are advised to keep two copies of the photograph uploaded at the time of form filling handy for this purpose for each CET applied for.

4. Candidate must preserve the CET Admit Card till the admission procedure is over as it has to be handed over to the Admission Officer at the time of counselling/admission.

5. Request for issue of duplicate Admit Card will not be entertained after the Common Entrance Test (under any circumstances).

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6. No claim of having filled up the Application Form and non-receipt of admit card will be admissible after the CET.

7. Impersonation is a punishable offence. No candidate will be permitted to appear in CET without the Admit Card. The admit card should be presented to the invigilator(s) for verification. The candidate's identity will be verified in respect of his/her details on the admit card/centre verification record. If the identity is doubtful, the candidate may not be allowed to appear in the examination. The authorities may permit the candidates to appear for the examination after completing the necessary formalities (visible mark of identification) at their discretion. No extra time will be allowed for these formalities to be completed. Police action will be initiated in case of dubious identity.

8. In case of non receipt of Admit Card the candidate may contact Office of Controller of Examinations (Operations) at GGSIP University, Sector 16 Dwarka, New Delhi 110078 at least 3 days before the scheduled commencement of respective CET. The application in this regard must be supported by a copy of the printed version of the application form and proof of payment of requisite fee for the CET. Without the submission of these two documents, no application in regard to non-receipt of admit cards shall be entertained, the application in this regard shall be deemed incomplete and rejected without intimation to the applicant.

3.0 Reporting for the Common Entrance Test

1. The Candidate should report at the Examination centre 30 minutes prior to the time of commencement of CET 2017.
2. No candidate will be allowed to enter in the Examination hall after the commencement of CET 2017.
3. No candidate will be allowed to leave the examination hall before the prescribed time for CET is over.
4. Candidate should leave Examination Hall only after handing over OMR answer sheet and test booklet to the Invigilator.

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