



Ref. No. 780/...../Academic/2025

Bilaspur Date:- 03 OCT 2025

Special Offline UG Counseling Guidelines

1. **Special Offline UG Counseling (Spot Counseling) against Vacant Seats** shall be conducted on **07.10.2025**.
2. In case, some of the seats of UG programmes remain vacant in any department, special offline counseling will be conducted on **07.10.2025** to fill up all such vacant seats of UG level programmes advertised through CUET UG 2025.
3. For special offline counseling, department wise vacancy list will be published on university website on **03.10.2025**.
4. Interested candidates who have appeared or not appeared in CUET UG 2025 may submit their request in a plain paper accompanied with CUET Application form (if available), CUET Score Card (if available), Photocopies of Marksheet, Caste certificate (if applicable) directly for admission to the concerned departments having vacant seats on or **before 07.10.2025, 11.00 AM**.
5. **Candidates who have 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 UG application from one programme to another in this special round of counseling also.**
6. Fresh applications will also be entertained in this special counseling process against vacant seats only. Hence, candidates who have not appeared in CUET UG 2025 and are interested to take admission in GGV against the vacant seats as notified on 03.10.2025, may report to the concerned department on **07.10.2025, before 11.00 am**.
7. However, mere appearance in Offline Counseling 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 UG 2025**.
8. Departments shall allow submitting request to all candidates turning up in their departments. First preference will be given to the candidates having registration in GGV and score card in relevant CUET Subject/Test Paper, as mapped for entrance test by GGV on merit basis, second to the candidates having CUET Score but not registered. After that, Department will prepare another merit list of all other candidates on the basis of marks obtained in their HSSC (12th) Examination 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.
9. Candidates interested to take admission must report to the concerned department between 09.30 AM to 11.00 AM on **07.10.2025**.
10. Departments may notify the merit list of candidates around 01.00 to 01.30 PM and will allow them to submit fee on **07.10.2025**.
11. No TA/DA will be paid to any candidate for participating in this process.
12. B. Sc. (Hons) Forensic Science, 30 Seats under Self-financing scheme will also be filled through this process.

Vacancy List Enclosed- Annexure-1

By Order

Registrar (Acting)

Endt. No. 781/...../Academic/2025

Bilaspur Date:- 03 OCT 2025

Copy to –

1. PS/PA to VC for information and record.
2. All HoDs/Officers/Deans of Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.

3. DSW, Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.
4. CoE of Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.
5. The Director, IQAC, Guru Ghasidas Vishwavidyalaya, Bilaspur for information please.
6. The Coordinator, IT/Website Cell, GGV for information and to upload it on website for information to all.
7. Office File.



Assistant Registrar (Academic)