दिल्ली विश्वविद्यालय

University of Delhi

Webinar with College Principals/ Nodal Person/ Convenor on Online Admissions 2020-21

Admission Branch

University of Delhi

October 07, 2020

Login to the College portal

- The College Principals will login to their respective portals.

  User id: (Same as last year)

  Password: (Same as last year)

Process	Date
Admission against 1st Cut-Off	10:00 am 12th Oct (Mon)– 5:00 pm 14th Oct 2020 (Wed)
Last day of payment against 1st Cut-Off	11:59 pm 16th Oct 2020 (Fri)
Admission against 2nd Cut-Off	10:00 am 19th Oct (Mon) – 5:00 pm 21th Oct 2020 (Wed)
Last day of payment against 2nd Cut-Off	11:59 pm 23rd Oct 2020 (Fri)
Admission against 3rd Cut-Off	10:00 am 26th Oct (Mon) – 5:00 pm 28th Oct 2020 (Wed)
Last day of payment against 3rd Cut-Off	11:59 pm 30th Oct 2020 (Fri)
Admission against 4th Cut-Off	10:00 am 2nd Nov (Mon) – 5:00 pm 04th Nov 2020 (Wed)
Last day of payment against 4th Cut-Off	11:59 pm 6th Nov 2020 (Fri)
Admission against 5th Cut-Off	10:00 am 9th Nov (Mon) – 5:00 pm 11th Nov 2020 (Wed)
Last day of payment against 5th Cut-Off	11:59 pm 13th Nov 2020 (Fri)
Session Commences	18th Nov (Wed)
Admission against Special Cut-Off	10:00 am 18th Nov (Wed) – 5:00 pm 20th Nov 2020 (Fri)
Last day of payment against Special Cut-Off	11:59 pm 22nd Nov 2020 (Sun)

Managing Cutoffs

- Form College Admission Committees: Cutoffs to be declared after consulting the College Admission Committees.

  - The Admission Committees of the colleges to study the trend of the data and declare reasonable cutoffs, considering all aspects.

  - Minutes of all such meetings must be kept for records

Procedure for Admissions

- Upon declaration of a Cut-Off , the applicants will log in to their Dashboards and choose the course and college they wish to claim admission in from the list of colleges and courses they are eligible for.

- The applicant will choose one course and one college where he/ she meets the cut-off and the eligibility criteria

- The Colleges/ Departments will be able to see a list of all applicants who have chosen a particular course in their college on their Dashboard.

- Colleges would be allowed to filter the applicant list as per their cut-off list. This would help in removing the spurious list of applicants.

- Course in-charge/ Teacher in-charge will have to verify the minimum qualifications/eligibility, cut-off requirement and certificates uploaded by the candidates. Document Verified/ pending/ false document

- Convenor, Admission Committee to check and recommend/ not recommend cases.

- Principal to approve admission for cases approved and to confirm declining admission for those declined by the Convenor.

- All pending cases of a cut-off will have to be closed before the declaration of the next cut-off.

- This process is to be completed on the day of closing the admission to a respective cut-off. For example, for First Cut-off, the colleges will upload and inform the status of all approved/declined cases by 1:00pm 15th, October, for second Cut-off the approval/declined cases must be completed by 1:00pm 20th, October, 2020 and so on.

Online verification of documents by respective colleges

- The Teacher-in-charges/ College shall verify the documents uploaded by the applicant for eligibility and meeting the required Cut – Off.

- The uploaded documents will be verified online by the respective colleges within the stipulated time period of a particular Cut-off.

- In case of lack of necessary document(s)/ difficulty in reading the document(s)/ and such, the candidate to be contacted on email/phone so that the same may be provided by him/her to the college directly for quick action

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- Colleges can set up procedures for contacting such candidates. The list of such candidates to be uploaded on the College website.

- In case the candidate does not respond within the stipulated time, or where documents remain insufficient, the admission may be Declined citing reason.

- **No application to be left undecided. It has to be either Approved or Declined before declaring the next cutoff.**

- The applicant to be communicated the status of the application on their dashboard.

- Colleges to upload the list of candidates who have been Approved or Declined on daily basis on their websites.

- Those Approved will pay the fee and receive a confirmation of their admission. Those Declined admission will be provided a link on their dashboard to raise any objection with the Grievance Committee of the College.

- The College grievance committee to address and resolve such cases immediately, on a daily basis. The Grievance Committee will contact the candidates. This exercise to be done before the declaration of the subsequent cutoff.

- Only for the current year 2020 – 21 due to the unprecedented situation that has emerged because of COVID 2019, **no additional eligibility criteria for any course, except those already mentioned in the BOI**

- Colleges may take additional information from applicants only through online mode and no additional fees to be charged from the applicants.

- In case of mismatch of names in the Certificates (SC, ST and OBC) occurring due to abbreviation of names, benefit may be given to applicants if his/ her abbreviations match with the names provide in other supporting documents/ certificates.

- In case of any discrepancy in the submitted certificates/ documents of the applicant he/ she must be contacted for clarification.

- No deduction in BA (Prog) for change in stream

Payment of fees to Confirm Admission

- Once the Principal of the College approves the admission, the applicant will receive a link on their Dashboard through which they will submit the college/course fees due. This fee **can be paid only through the online mode from the Delhi University's UG portal.**

- The applicant will have to **pay the fee within the stipulated time after getting** approval by the Principal of the College. An **acknowledgement slip** bearing transaction ID, Credit Card/ Debit card/ Netbanking details and date of transaction will be generated as a proof for future reference. On successful payment of fees, the applicant is granted provisional admission to the said college.

- Payment of admission fees will confirm the provisional admission of the candidate to a course in a college. Once an applicant has paid the course fees in a particular course, his/ her name from all other courses/ colleges will be removed in that particular cut-off.

- The confirmed cases will also reflect on the College Dashboard.

Top Boards

- CENTRAL BOARD OF SECONDARY EDUCATION(CBSE) – API Link available
- BOARD OF SCHOOL EDUCATION HARYANA – Result available to DU from the board
- COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS – Online result Available
- U.P. BOARD OF HIGH SCHOOL & INTERMEDIATE EDUCATION – Online result Available
- BIHAR SCHOOL EXAMINATION BOARD – Online result Available
- BOARD OF SECONDARY EDUCATION RAJASTHAN – Online result Available
- NATIONAL INSTITUTE OF OPEN SCHOOLING – API Link available
- KERALA BOARD OF HIGHER SECONDARY EDUCATION – Online result Available
- BOARD OF SECONDARY EDUCATION, MADHYA PRADESH – Online result Available
- J & K STATE BOARD OF SCHOOL EDUCATION – Result available to DU from the board
- **TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION**

PG seats in Colleges

Standing committee dated 20th July 2020

- The total number of seats to be declared by each Department and the reservation policy adopted by University of Delhi to be applied on the total number of seats.

- The Departments to allocate the seats to each college

SC/ ST Certificate

The following are empowered to issue the requisite SC/ST certificate:

- a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/ Deputy Collector/ 1st class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Com- missioner.
- b) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub- Divisional Officer of the area where the Applicant and/ or his family normally resides.
- e) Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

The applicant must note that the SC/ ST Certificate **from any other person/ authority shall not be accepted in any case. If the applicant happens to belong to SC or ST, applicant's caste/ tribe must be listed in the appropriate Govt. of India Schedule.**

SC/ ST Certificate

The Caste Certificate should clearly state: (a) Name of his/ her caste/ tribe (b) whether applicant belongs to SC or ST (c) District and the State or Union Territory of applicant's usual place of residence, and (d) the appropriate Govt. of India Schedule under which his/ her caste/ tribe is approved as SC or ST.

If the applicant does not have their SC or ST caste/tribe certificate at the time of registration/applying, they may upload the acknowledgement slip of the SC or ST caste/tribe certificate application. However, at the time of admission, the applicant will have to produce the valid original SC or ST caste/tribe certificate.

OBC, Non-Creamy Layer, Central List

The OBC applicants who belong to the 'Non-Creamy Layer' and **whose caste appears in the Central List of the OBCs only**, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of 'non-creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res- I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2019-2020, issued on or after 31st March, 2020.

Process for change of course/college in subsequent Cut-Offs

- If, in subsequent lists, an applicant finds himself/herself eligible for admission to any other colleges/courses, s(he) can cancel admission in the course/college s(he)had gained admission/ approval has been granted to in the previous list.

- **Withdrawal fee of Rs 1000/-** will be levied, and they may now choose new combination of courses/ colleges, subject to eligibility and meeting the course-specific requirements.

- Once an applicant has withdrawn his/ her admission, he/ she cannot be re-admitted to that course in that particular college at any time. S(he) will have to undergo the admission process anew, subject to availability of seats and the applicant meeting course-specific eligibility requirements.

- Through a centralised process the admission fee will be adjusted automatically and the applicant will have to pay only the balance fee if it is more than the fees already paid at the previous college. If the fee in the latter college is less, the balance will be refunded to the applicant's account or to an account declared by the applicant as per the College/University rules after the admissions are closed.

Rules for Refund of Fee on Account of Withdrawal/Cancellation of Admission

- When a student applies for withdrawal of admission up to last date of admission - Full fee after deduction of Rs 1000/- and full examination fee.

- When admission is made inadvertently due to error/omission/commission on the part of the University/College - Full fee and full examination fee.

- When cancellation of admission is due to concealment/ falsification of facts, submission of false/ fake certificates(s), providing misleading information by the student or for any error/ mistake on the part of the student - No fee will be refunded.

- When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission - Full fee after deduction of Rs1000/- and full examination fee.

- In case a student after his/her admission expires within one month of the last date of admission - Full fee including examination fee will be re- funded to his/her parents.

Admissions Under Special Cut-Offs

- The Special Cut-Off will be declared for only those candidates who could not/ did not take admission in the previous Cut-Offs for whatsoever reasons.

- Deciding the cutoff for Special Cutoff: The Special Cut-Off for a course will be the last declared cut-off of the course. That is, if a college declared 3rd Cut – Off for a particular course and no further cut–offs were declared then after, but it was later found that some seats remained vacant after the 5th cut–off due to movement of students; the Special Cut–Off will be the one declared in the 3rd Cut–Off for that particular course.

- The colleges will declare the number of seats left vacant in each course after the 5th Cut – Off.

- **There will be no movement allowed during the Special Cut – Off.**

- The applicant gives his/ her preferences of the available course (A) and available colleges (B).The allotments to the course and the colleges, **only for the Special Cut– Off**, will be made centrally using the formula (min A + min B) where A is the preference to a course and B is the preference to a college, B will be dependent on A.