STEP BY STEP GUIDELINES FOR APPLICANTS SEEKING ADMISSION IN UG MERIT BASED COURSES OFFERED BY UNIVERSITY OF DELHI (2020-21)

Refer to the Bulletin of Information 2020 - 21 for ascertaining your eligibility to the course you are applying.

Follow the schedule for UG merit-based Admission as notified by the University on the website <u>www.du.ac.in</u>

Steps to be followed for admissions

Step I: Login to the UG portal

Login to the UG portal using your Registered email address and Password. After successful login you will be able to see your Dashboard.

ित्मनी विश्वविद्यालय UG Admissions 2020 University of Delhi Information Bulletin	Press Esc to exit full screen
HOME COURSES & COLLEGES LIFE@DU ADMISSION FAQ	Helpdesk - Sign In
Welcome to Undergraduate Admissions 2020	Registered Liser Login
 Registration Start Date: 20th June 2020 Closing Date of Registration For Merit Based Admission: 31st August 2020 This portal caters to the registration of all candidates seeking admission to undergraduate programmes at the University of Debi. A large number of students will be registrating simultaneously. Due to the heavy traffic, you may face delays in submitting your Form. Kindly do not wait for the last day of registration to pay the fee to complete your online registration form. This is an integrated registration form for both merit-based and entrance-test based undergraduate rourses. Student registration the admission portal shall be considered for all merit based courses for all colleges, subject to the eligibility. Please read builtetin of Information for details. 	Regetered Ereal * Erer Regionered Ereal Password Password Captos Verification Dick on the tent to change Login . Forgot Password*Click to Reset your Password

Step II: Update Academic Section

There will be two tabs on your dashboard: Admissions open for 1st Cut-off and Update Academic Details.



Incase you wish to update your marks or upload your mark-sheet you can do so by clicking on Update Academic Section.

OME COURSES & COLLEG	ES LIFE@DU ADMISSI	ON FAQ								Helpdesk -	shobhabagai@gr
ERSONAL DETAILS											
ame	_		Form No		2010000	7		Gender		Female	
te:											
ou have selected your ma	in subjects as OTHER ple	ase update your acade	emic details and selec	t appropriate subjec	t name from optio	ns available.					
Academic											-
Academic											UF
EXAMINATION DETAILS											
Board of Education	ANDHRA PRADESH	OPEN SCHOOL SOCIETY	Y	Board Roll Number 12345678			Result St	tatus	Passed	Year of Passing	2019
MARKS IN SENIOR SECONE	ARY BOARD EXAMINATION										
	Theory Marks		Practical Marks		Total Marks			Subject Perce	entage After Pro	ration *	
Subject Name				Obtained	Maximum	Obta	ned				
Subject Name	Maximum	Obtained	Maximum	obtailieu				82.60			
Subject Name	Maximum 100.00	Obtained 76.00	50.00	49.00	150.00	125.	0	82.60			
ACCOUNTANCY					150.00	125.		82.60 89.70			
ACCOUNTANCY OTHER (ABCDEF)	100.00	76.00	50.00	49.00			0				
-	100.00	76.00 45.00	50.00	49.00 89.00	150.00	134.	0	89.70			

The academic details can be updated by clicking the update tab. In case you had selected OTHER it will show in red and you can select your main subject.

ADDITIONAL DETAILS										
Type of School	Government	Name of School Last Attended	Maharaja Agarsen Public Schoo	I	School Location	NCT Delhi	Medium of Study	English	Hindi Language Studied Upto	Upto Class X
LANGUAGE COURSES										
Subject Studied (Yes/no)		Class studied upto					Marks			
Bengali		No								
Punjabi		Yes		Xth only			Xth Marks: 80.00			
Sanskrit		No								
Urdu		No								
Arabic		No								
Persian		No								
Upload scanned copy Min File Size: 100KB, M Accepted formats .jpg	Max File Size : 500 KB					Select file	Vi	ew File	Delete	

You can upload your mark-sheet again in this section.

Step III: Check your Eligibility

Check the cut-offs and your eligibility very carefully.

You can check the cutoff by clicking the Tab "Cutoff" and selecting the College and Course from the dropdown list

HOME COURSES & COLLEGES LIFE@DU ADMISSION FAQ							Helpdesk + demou@du.ac.in +					
#	wing 1-3 of 3 items.	Course	Cut- Off	GEN	OBC	Sikh Minority	SC	ST	EWS	PwD	Kashmiri Migrant	Remarks
	DEMO COLLEG(~	All	~									
1	DEMO COLLEGE	B.Com (Hons.)	1st Cut- Off	100	99.99	NA	98.98	98.98	97.99	98.98	100	DEMO REMAR
2	DEMO COLLEGE	B.Sc (Hons.) Botany	1st Cut- Off	100	99.99	ŇA	98.97	100	100	100	98.99	DEMO REMAR
3	DEMO COLLEGE	B.Sc (Hons.) Electronics	1st Cut- Off	99.00	99.00	NA	98.00	97.00	94.00	96.00	97.00	DEMO REMARI

Your dashboard will show you a suggestive best 3/4 calculator. You are advised to also recheck the calculations manually, keeping in consideration the eligibility criterion mentioned in the Bulletin of Information.

Sr.	Course Name	Suggestive Percentage(%)	Subjects	Eligibility Criteria
	B.A. (Hons.) English	72.33	 ENGLISH: 78.00 ACCOUNTANCY: 82.60 ABCDEF: 89.70 ANIL: 59.00 	Additional Eligibility Criteria: An aggregate of 45% marks in the qualifying examination. The applicant must have studied and passed English in the qualifying exam andshould include English for calculation of 'Best Four' precentage. Ment shall be determined on the basis of 'Best Four' featuring one languageand three best academic/elective subjects from among the subjects in List A and List B. Inclusion of any subject other than those from List A and List B in the combina-tion of best three wi lead to a deduction of 2.5% per such subject included in theaggregate 'Best Four' percentage. An advantage of 2% in the 'Best Four' percentage will be given to those appli-cants who have studie English as an elective subject.
	8 A. (Hons.) Arabic	67.33	 ENGLISH : 78.00 ACCOUNTANCY: 122.60 ACCOUSTING: 189.70 ANIL : 59.00 	Additional Eligibility Criteria: An aggregate of 45% marks in the qualifying examination. Applicants securing 40% marks in the aggregate and 50% marks in the subject concerned are also eligible for admission to the relevant Honours Course. Applicants who have passed the intermediate Examination of an indian University/Board with a les 40% marks in the aggregate and also one of the following examinations shall be eligible for admission to the respective subject of the Honours Course given below: Mushi Fazil in Arabic Gyani in Funghal Shastri in Sanskrit Adib Fazil in Urdu The merit shall be determined on the basis of one language and three best academic/elective subjects from List And List B above.

Check if your marks in best 3/ 4 subjects are as per the eligibility criteria. Remember, rounding off of marks/percentage is not allowed.

Look at the additional riders (if any) imposed by the College like advantage for female applicants, etc.

Step IV: Applying for Admission

After verifying the Cutoff for the Course in a College, go to the tab "Apply now" and click on it. Once you click on the Apply Now tab you will not be allowed to update the academic section.

Select the Course and College

Apply in College(s	3)					
Please fix the followin Required Declaration	ng errors and submit the form on	n again!				
Select Course *						
B.A Programme (Arabic + B	engali)		~			
I declare that I have cher	cked the Cut-Off for my selection	n of course and college(s	s). *			
I declare that I have prov	vided/uploaded my correct mark	s and marksheet of clas	s XII on the portal. I shall be respo	nsible for any wrong/false information. *		
	clare that all the information/par ed and penal action as applicabl			t of my knowledge and belief. If any information	on/particulars/documents is found t	o be incorrect, I understand that my
Note:						
		t one college.				
आवेदक को केवल एक • No modifications v	ed to choose only one course and पाठ्यक्रम और एक कॉलेज चुनने की अनु vill be allowed in any circumstar केसी भी प्रकार के बदलाव की अनुमति नर्	नति है। ce.				
आवेदक को केवल एक • No modifications v	पाठ्यक्रम और एक कॉलेज चुनने की अनु vill be allowed in any circumstar	नति है। ce.	Su	bmit		
आवेदक को केवल एक • No modifications v	पाठ्यक्रम और एक कॉलेज चुनने की अनु vill be allowed in any circumstar	नति है। ce.	Su	bmit		
आवेदक को केवल एक • No modifications v	पाठ्यक्रम और एक कॉलेज चुनने की अनु vill be allowed in any circumstan केसी भी प्रकार के बदलाव की अनुमति नह	नति है। ce.	Su	bmit		
आवेदक को केवल एक • No modifications v किसी भी परिस्थिति में f	पाठ्यक्रम और एक कॉलेज चुनने की अनु vill be allowed in any circumstan केसी भी प्रकार के बदलाव की अनुमति नह	नति है। ce.	Su Application Date	bmit Application Status	UserActions	Application

Remember, you will be allowed to choose only one course in one College **provided** you satisfy the cut-off of the respective college for the selected courses. Multiple simultaneous admissions are not permitted. You may check the status of your application at any time

-	ि दिल्ली विश्ववि University of D		Admissions					FORM NU	MBER : 20663673
	HOME COURSES	& COLLEGES	LIFE@DU A	ADMISSION FAQ				Helpdesk +	demou@du.ac.in +
	B.Com (Hons.) suc	cessfully sele	ected in DEMO	COLLEGE					
Y	our Applicati	ons						Ą	oply in Colleges
4	Ref. ID	Course	College	Cutoff	Application Date	Application Status	User Actions		Application
1	11/DEMO/37/1	B.Com (Hons.)	DEMO COLLEGE	1st Cut- Off	2020-10-09 15:26:30	New Application	Wait for documents approval from College/Department		View

Step IV: Payment of Fees

If you meet the required eligibility and if the College finds your documents in order, the College will "Approve" your admission. After the approval is done by the College you are required to pay the fee through your dashboard.

HOME COURSES & COLLEGES LIFE@D	U ADMISSION FAQ		Helpdesk - demou@du.ac.ii
ee Details			
Name		DEMO USER	
Form Number		20663673	
Reference Number		11/DEM0/37/1	
College		DEMO COLLEGE	
Course		B.Com (Hons.)	
Course Fee		₹ 7965.00	
Fee To be paid		₹ 7965 (7965.00 - 0.00)	

Once the payment is successfully done you will receive a confirmation email.

Congratulations! You have provisionally secured admission at University of Delhi.

However, if the documents uploaded by you are not legible/wrong/incomplete then the reason for the same shall be updated on your dashboard. You are advised to contact the respective college through the email (as mentioned on the College website).

You are advised to keep checking your dashboard/email and contact the College as soon as possible so that your admission can be approved.

If you do not meet the eligibility then your candidature will be "Declined" and the reason for decline shall be mentioned along with it. In such case you can select some other course/college in the same cut-off (if time is left) or in the subsequent cut-offs.

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Admission in Subsequent Cut-offs

If you wish to change the course/college in subsequent cut-off, then you need to first "Withdraw" the previously secured admission by logging into your dashboard. A nominal fee of Rs. 1000.00 would be levied for each withdrawal.

Once you have withdrawn the admission, the fee paid by you minus Rs1000.00 would be credited in your wallet and same would be adjusted in the subsequent course/college where you are seeking admission. 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**.

Repeat the process starting from Step I to IV.

Canceling the admission from University of Delhi

In case you want to cancel the admission from University of Delhi, just go to your dashboard and click on "**Cancel**". Fee paid by you minus Rs 1000 would be refunded to the applicant's account or to an account declared by the applicant as per the College/University rules after the **admission process of University of Delhi for this year is over.**

Some Important Points

- 1. You need not visit the College at any time during the admissions. The entire process will be done through online mode.
- 2. The procedure for choosing the course and the college by the applicant must be completed within the stipulated time interval as notified in the Cut-off schedule of the University. Failing which you will lose your opportunity to apply for admissions in the University of Delhi.
- 3. Within a prevailing cut-off the applicant will not be allowed to change his/ her choice of course and college unless declined by the college.
- 4. In case a college rejects declines your application you can apply again for a course and a college.
- 5. It is extremely important that applicants pay the fee within the timeframe allocated, failing which it will be concluded that the applicant is not interested in the course of study at that college and the admission will be automatically cancelled.

- 6. If at any stage it is found that the information given by the applicant is incorrect or is not supported by the required document, the admission will be immediately cancelled. No fees will be refunded in such cases.
- 7. Applicants are advised to exercise extreme care to ensure that they meet the requirements for the course/college. The applicants themselves will be solely responsible for ensuring their eligibility by carefully examining the eligibility requirements within a cut-off.
- 8. In case of change in course/college in subsequent cut-off, only when the applicant is certain that s(he) meets the requirements should s(he) withdraw the admission from a course/college they had initially gained admission to. Withdrawal from an earlier chosen Course/College will not be restored it at any stage.
- 9. The total number of withdrawals will be restricted to (n-1) where "n" is the total number of Cut-off Lists.
- 10. The merit list for admission against ECA, Sports and CW will be declared in the first/ second week of November.