

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

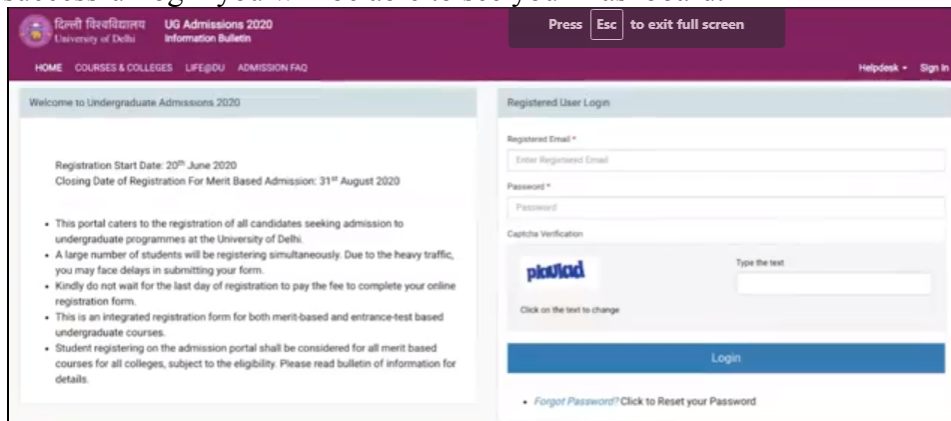
Refer to the Bulletin of Information 2020 – 21 for ascertaining your eligibility to the course you are applying.

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

Steps to be followed for admissions

Step I: Login to the UG portal

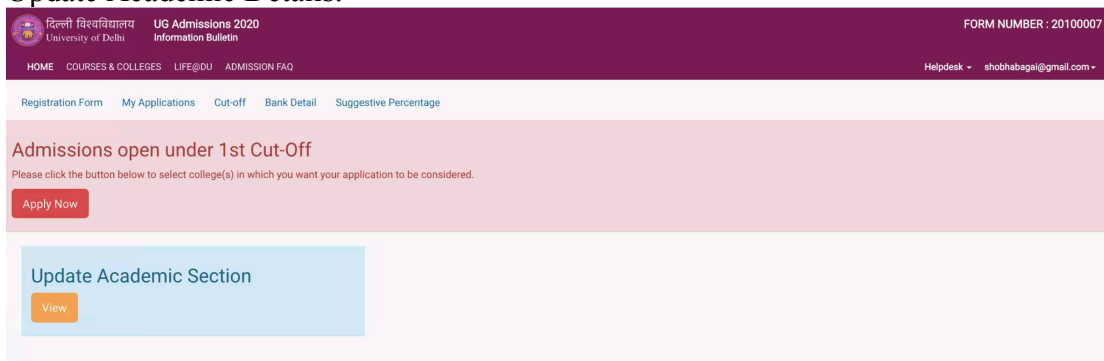
Login to the UG portal using your Registered email address and Password. After successful login you will be able to see your Dashboard.



The screenshot shows the 'Registered User Login' section of the UG Admissions 2020 Information Bulletin. It includes a 'Registered Email' field, a 'Password' field, and a 'Capcha Verification' section with a 'Type the text' input and a 'Click on the text to change' button. A 'Login' button is at the bottom. A 'Forgot Password? Click to Reset your Password' link is also present.

Step II: Update Academic Section

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



The screenshot shows the dashboard of the UG Admissions 2020 Information Bulletin. It features a navigation bar with 'HOME', 'COURSES & COLLEGES', 'LIFE@DU', and 'ADMISSION FAQ'. The main content area has a 'Registration Form' tab selected. Below the navigation, there are two main sections: 'Admissions open under 1st Cut-Off' with an 'Apply Now' button, and 'Update Academic Section' with a 'View' button.

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

PERSONAL DETAILS

Name: [REDACTED] Form No: 20100007 Gender: Female

Note: If you have selected your main subjects as OTHER please update your academic details and select appropriate subject name from options available.

Academic [UPDATE]

EXAMINATION DETAILS

Board of Education	ANDHRA PRADESH OPEN SCHOOL SOCIETY	Board Roll Number	12345678	Result Status	Passed	Year of Passing	2019
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MARKS IN SENIOR SECONDARY BOARD EXAMINATION

Subject Name	Theory Marks		Practical Marks		Total Marks		Subject Percentage After Proration *
	Maximum	Obtained	Maximum	Obtained	Maximum	Obtained	
ACCOUNTANCY	100.00	76.00	50.00	49.00	150.00	125.00	82.60
OTHER (ABCDEF)	50.00	45.00	100.00	89.00	150.00	134.00	89.70
OTHER (DDDDDD)	100.00	89.00	0.00	0.00	100.00	89.00	89.00
OTHER (ABCr)	50.00	25.00	0.00	0.00	50.00	25.00	50.00
OTHER (ANIL)	100.00	59.00	0.00	0.00	100.00	59.00	59.00

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 School	School Location	NCT Delhi	Medium of Study	English	Hindi Language Studied Upto	Upto Class X
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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 of Self-Attested Class XII Board Marksheet
 Min File Size: 100KB, Max File Size: 500 KB
 Accepted formats .jpg .jpeg .png

Select file View 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

दिल्ली विश्वविद्यालय UG Admissions 2020 Information Bulletin FORM NUMBER : 20663673
 University of Delhi
 HOME COURSES & COLLEGES LIFE@DU ADMISSION FAQ Helpdesk - demou@du.ac.in -

Showing 1-3 of 3 items.

#	College	Course	Cut-Off	GEN	OBC	Sikh Minority	SC	ST	EWS	PwD	Kashmiri Migrant	Remarks
1	DEMO COLLEGE	B.Com (Hons.)	1st Cut-Off	100	99.99	NA	98.96	98.98	97.99	98.98	100	DEMO REMARKS
2	DEMO COLLEGE	B.Sc (Hons.) Botany	1st Cut-Off	100	99.99	NA	98.97	100	100	100	98.99	DEMO REMARKS
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 REMARKS

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**

The screenshot shows the top navigation bar with the University of Delhi logo, 'UG Admissions 2020 Information Bulletin', and 'FORM NUMBER : 20663673'. Below the navigation bar, a green notification banner states 'B.Com (Hons.) successfully selected in DEMO COLLEGE'. The main section is titled 'Your Applications' and includes an 'Apply in Colleges' button. A table lists the application details:

#	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.

The screenshot shows the 'Fee Details' section of the dashboard. It contains a table with the following information:

Name	DEMO USER
Form Number	20663673
Reference Number	11/DEMO/37/1
College	DEMO COLLEGE
Course	B.Com (Hons.)
Course Fee	₹ 7965.00
Fee To be paid	₹ 7965 (7965.00 - 0.00)

Below the table is a red 'Pay Fee' button.

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.