

**DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)**

**Guidelines & Procedure for admissions for the year 2024-25 approved
by Joint Admission Committees in its meeting held on the 13 August 2024**

GUIDELINES:

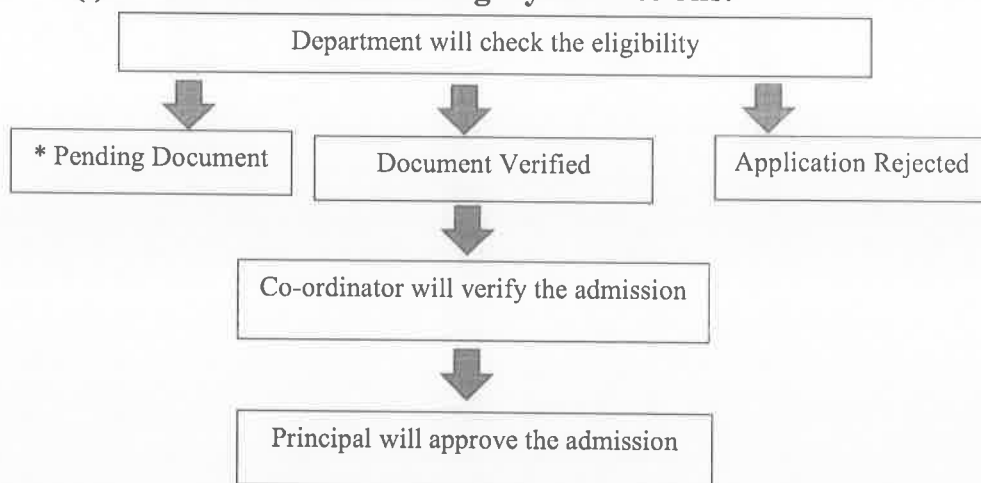
1. Only the candidates, who have appeared in CUET (UG) 2024 and has passed Class-XII from a single recognized board will be eligible for admission through CSAS-2024.
2. Admission on the basis of Sports & ECA will be made as per University guidelines centrally.
3. Age and Gap year(s) shall be no bar for the purpose of admission.
4. Admission under Ward Quota will be done in accordance with Academic Council Res No.9 (a & b) dated 27.11.2020 of University of Delhi and subsequent amendments.

PROCEDURE FOR ADMISSION:

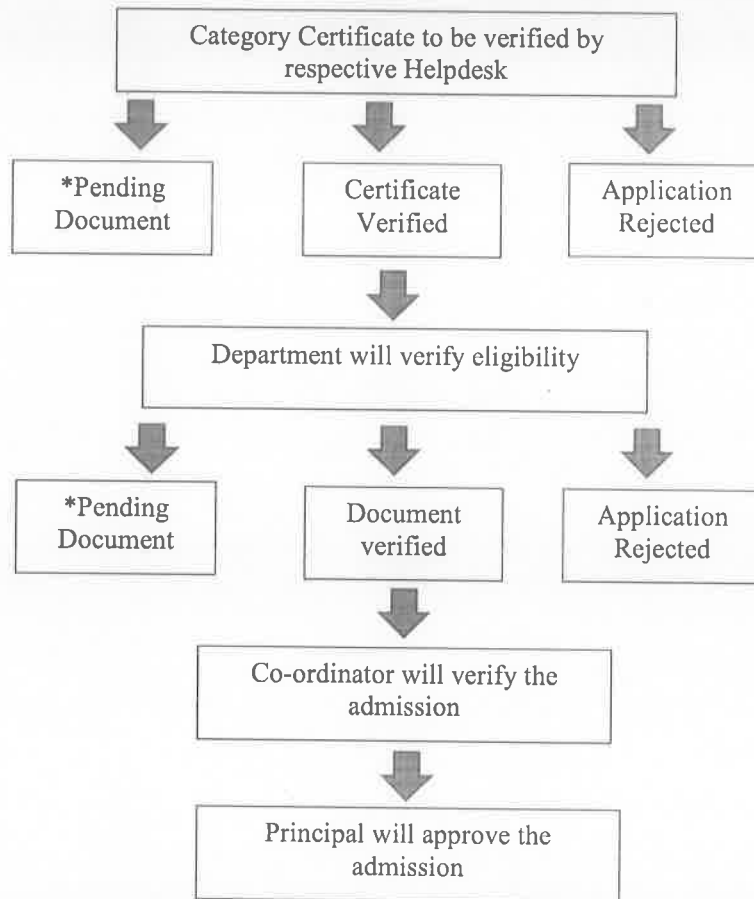
5. Admissions shall be done as per the Schedule notified by the University of Delhi. The admissions will be completely online.
6. Admission to all courses will be done online on the basis of eligibility requirement, criteria and procedure specified by University on its website in Under-Graduate Bulletin of Information - 2024 and Common Seat Allocation System (CSAS) - 2024.
7. The admission work will be undertaken by the respective admission committees from their respective department. The timings are 10:00 a.m. to 5:00 p.m. If need be, they may be required to make admissions from home beyond prescribed hours.
8. The candidate must have appeared in CUET (UG)- 2024 in only those subjects in which he/she has passed Class — XII. These subjects will only be used to determine the program specific eligibility as relevant to each program.
9. Only the normalized score to be considered.
10. General Test will not be mapped to any class XII subject.

11. The name of the candidate must match with CUET (UG) — 2024/CSAS Form as that on other certificates viz. Class - X, Class - XII and Caste Certificate etc. The name of the candidate and his/her parents must be same on all the certificates viz. academic certificate, caste certificates etc.
12. **The OBC candidates must have uploaded OBC Non-Creamy Layer Certificate as per Central List. The validity of the Non-Creamy Layer Certificate shall be for the financial year 2023-24, i.e. issued after 31st March, 2024.**
13. **The EWS candidates must have uploaded the certificate in his own name as in case of other categories and in the recommended format by the Government issued by the competent authority for the financial year 2023-24 i.e. issued after 31st March, 2024.**
14. It has been decided by the University that admission shall be of three-layer system on the online admission portal for which each admission team has been provided separate Login-id and password along with that to Co-ordinators (Admissions) also. Each Admission Committee will verify the certificates and minimum qualifications / eligibility to be met with by each applicant. The Co-ordinator (Admissions) will further verify the cases for admission. The Officiating Principal will finally approve the admission cases verified by the Co-ordinator (Admissions).
15. Two step authentication has been introduced by University for login at any level. OTP will be received on the personal mobile/admission specific email. This system has been introduced by the University in order to maintain secrecy and avoid any possible fraud.
16. Steps to be followed:

(i) for Unreserved Category Admissions:



(ii) For OBC/EWS/PWBD/SC/ST/ECA/Sports Admissions



*Pending Document tab will be chosen only if query is raised.

17. After the approval of Officiating Principal, the candidate will be allowed to pay the fees online.
18. In case of Sports/ECA/Ward Quota/Kashmiri Migrant admissions, multiple allocations i.e. in different colleges/courses are made by the University. On the basis of the same, candidate has to accept the allocation in any one of the College. Therefore, we are required to process only those applications where the allocation has been accepted by the candidate.
19. The concerned department will mention the following in the College remarks column while forwarding the application to the next stage well in time:

(i) By Help Desk:

For Reserved Categories/Supernumerary Admission the concerned helpdesk will mention the following in the College remarks, while forwarding the application to the next stage:

“SC/ST/OBC/EWS/KM/PWBD/Sports/ECA Certificate Verified”, as the case may be.

(ii) By Respective Department:

“Verified the following:

- i. Minimum Eligibility**
- ii. Program specific eligibility**
- iii. Subject mapping**
- iv. Documents /Certificates”**

20. **Rejection remarks** out of the following to be indicated in both college and student remarks box:
- a. Non-fulfilment of the minimum eligibility by the candidate.**
 - b. Non-fulfilment of programme specific eligibility by the candidates.**
 - c. Non-fulfilment of the subject mapping criteria.**
 - d. Invalid document/certificate submitted by the candidate.**
 - e. Failure to respond to the query raised by the college in stipulated time.**
21. Do not remove any old remarks before adding any new remark. All the remarks should be in order as per the movement of application from one stage to the other.
22. Information required, if any, shall be sought from the candidate through online mode i.e. admission portal or specific email sent by System Administrator of the College.
23. In case, there is a lapse in the applicants' documents (e.g. not uploaded/illegible), there would be a tab available where query can be raised by the college. The query will be visible to the candidates on their dashboard. The college can ask the applicant at the level of course(s) Admission Committee/Co-ordinator Admission Committee, as the case may be. To supplement the information from applicant for submitting the documents, the Candidates can be contacted on their registered e-mail and mobile number. Such document/information obtained from the candidates should be preserved for onward transmission to the office as and when required.
24. Convener, Sports/ECA shall ensure obtaining the Undertaking in the prescribed format and mention receipt of the same in the college remarks, while forwarding the application to the next stage.
25. No undertaking in lieu of incomplete/invalid/Non-availability of the document(s)/certificate(s) shall be accepted.
26. Before close of each round of CSAS, revisit your dashboard/query tab and college emails to ensure that all applications have been processed.
27. The online admission granted to the candidates will be provisional subject to verification of original certificates of those candidates who stays on the rolls of the college afterwards

PROCEDURE FOR CANCELLATION OF ADMISSION

For cancellation of admission, the online procedure laid down by the University of Delhi will be followed by the candidates.


OFFICIATING PRINCIPAL