

Guidelines for Colleges for Merit Based Admissions

1. Step I: Login to the College portal

The College Principals will login to the admission portal using their registered id and password. These are the same as used in previous years including multiple login IDs given to the colleges. The passwords may be changed.

2. Step II: Declaration of Cut-offs

- a. The College Principals shall declare the cutoffs after consulting the Admission Committee (duly constituted by the college) as per the schedule notified by the Admission Branch. The Admission Committees of the colleges are advised to study the trend of the data and declare reasonable cutoffs, considering all aspects. Minutes of all such meetings must be kept for record.
- b. The detail schedule will be available on the university website and colleges are advised to display the same on their respective websites (Annexure 1) :

For admissions to UG Merit-Based Programs for the academic session 2021-22, the University may declare a minimum of Five Cut-Offs, One Special Cut-off (after 3rd Cut-off) and Special Drive (only on vacant seats, if available).

3. Colleges shall enter their respective cutoffs for all Programs one day before the public declaration of it on the university portal. For example, the date for declaration of first Cut-off is 1st Oct 2021, the Colleges have to submit the First Cut-off on the portal by 1:00pm, of 30th September, 2021; and Second Cut-off by 1:00pm of 9th October, 2021 and so on.

1. Step III: Admission Process

Upon declaration of any Cut-Off list, the Candidates will log in to their Dashboards and choose the Program and college they wish to claim admission in from the list of Colleges and Programs they are eligible for. The Candidate can select only one Program and College as s(he) wishes to during one cut-off.

- a. The Colleges will see a list of all Candidates who have chosen a particular Program in their college on their Dashboard. Details of the candidates will appear on the Dashboard of the college Program-wise.
- b. The Colleges will be allowed to filter the Candidates' list as per their declared cut-offs.
- c. Program / Teacher in-charges of the College will verify the minimum qualifications, other eligibility criteria and cut-off requirement.
- d. Convenor Admission will recheck and Approve/Reject the candidature of the applicant.

- e. Finally, the Principal shall Approve/Reject the candidature of the applicant.
- f. The reason for rejection of a candidature at every stage must be entered on the portal.**
- g. The candidate is free to raise grievances, if any, with the Grievance Redressal Committee of the College through the mode prescribed by the colleges on their websites.
- h. The list of Approved/ Rejected cases are to be uploaded by the Colleges on their respective websites on a daily basis.**
- i. 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 by 5.00 pm on the day of closing the admission of each cut-off.

Step IV: Online verification of the documents by the colleges

The College shall verify the documents uploaded by the Candidates for their qualification, other eligibility criteria and the required Cut – Off.

- a. The uploaded documents shall be verified online by the colleges within the stipulated time period of a particular Cut-off as per the schedule (Annexure I).
- b. Candidates under OBC-NCL and EWS categories shall be considered based on the certificates issued after **March 31, 2021** only.
- c. In case of lack of necessary document(s)/ difficulty in reading the document(s)/ and such, the candidate can be contacted on email/phone so that the same may be provided by him/her to the college directly for quick action. The list of such candidates to be uploaded on the College website.
- d. Due to covid-19 pandemic and as per last year practice, upto a maximum of 14 days duration may be given to candidates who seek admission by submitting undertaking with respect to their pending documents/certificates. However, all such pending cases must be cancelled by the Colleges/Departments 4 days prior to the last date of admissions by all means.
- e. In case the candidate does not respond within the stipulated time, or where documents remain insufficient, the candidature may be Rejected citing reason.
- f. No application is to be left undecided. It has to be either Approved or Rejected before declaring the next cutoff.**
- g. The status of the application (Approved/Rejected) should be visible on the dashboard of the candidate.
- h. The Colleges shall upload the list of candidates Approved / Rejected on a daily basis on their websites.
- i. In case any candidate is not satisfied with the reason for rejection (as given by the college), a grievance may be registered with the College Grievance Redressal Committee.
- j. The College Grievance Redressal Committee shall address and resolve such cases on a daily basis. The Grievance Redressal Committee will contact the candidates, if required. All grievances must be resolved before the declaration of the subsequent cutoff.

2. Step V: Payment of fees to confirm admission

After the approval of the candidature by the Principal of the College, the candidate will receive a link on their Dashboard through which they will pay the due fee. This fee **can be paid only through the dashboard of the candidate in online mode.**

- a. The Candidate 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 and the same may be kept for future reference. On successful payment of fees, the Candidate is granted Provisional Admission to the selected program of the college.
- b. All the Provisional admissions will be reflected on the College Dashboard as well.
- c. A Candidate who 'Applied' in any Cut-off and for whom the admission was 'Approved by Principal' in a particular Program+College but did not pay the fees and wish to seek admission in any subsequent Cut-off will have to "**Cancel**" his/her previously approved application and re-apply for a Program + College combination and repeat the process as stated earlier. A non-refundable cancellation fee of Rs. 1000.00 (Rupees One Thousand only) will be levied in such cases.
- d. Once the Candidate has gained admission, they will have to sign an online declaration stating: "*All the information provided by is correct. In case any information provided by me is found to be false and/or is not supported by the documents presented by me, I understand that the admission will be immediately cancelled and no fees will be refunded. I shall abide by all the rules and regulations laid down by the University and College.*"
- e. The uploaded documents shall be verified physically by the respective colleges within the stipulated time period as and when notified by the University. If at any stage, it is found that the information given by the Candidate is false/incorrect/fabricated/ingenuer and/or is not supported by the documents presented, the admission shall be immediately cancelled without giving any prior notice. No fees will be refunded in such cases.

3. Step VI: Process for change of Program/College in subsequent Cut-Offs

If, in subsequent cut-off, a Candidate finds himself/herself eligible for admission to any other College/Program, s(he) can cancel his/her admission in the Program/College s(he) has gained admission in the previous cut-off. S(He) may choose a new combination of Program/ College, subject to the eligibility and meeting the Program-specific requirements.

- a. Once a Candidate has cancelled his/ her admission, he/ she cannot be re-admitted to that Program in that particular college at any time. S(he) will have to undergo the admission process anew, subject to the availability of seats and other program specific eligibility requirements.
- b. After the subsequent admission is approved, the admission fee will be adjusted automatically, through the Wallet, and the Candidate 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 account, details of which were provided by the Candidate during the time of Registration.
- c. Candidates who had applied in a Cut-off but their application was "**Rejected**" in that cutoff list will be considered as Fresh Candidates.1.
- d. In a particular cutoff, if a Candidate was eligible to take admission and was meeting the cut-off requirement of a particular Program+College combination., s(he)will not be considered for admission in the same Program+College combination in any subsequent cut-off/s. In case the subsequent cut-off in a particular

- Program + College combination is the same as the previous cut-off/s, then this condition will not apply.
- e. The cancellation option will be available only once in a particular cut-off. If, after applying in a cutoff, a Candidate cancels his/ her admission, s(he) will not be able to apply again in the same cut-off. The Candidate must undergo the admission process anew, subject to availability of seats and meeting the requirements of the cutoff.
 - f. Within a cut-off, a Candidate will not be allowed to change his/ her choice of Program and College. The total number of cancellations will be restricted to (n-1) where "n" is the total number of Cut-off Lists.
 - g. If at any time, a Candidate intends to withdraw her/his admission from the University, s(he) may do so by opting for “**Withdrawal**” from her/his Dashboard only.
 - h. **Admission once cancelled/withdrawn will not be restored under any circumstances. The sole responsibility of cancellation / withdrawal of admission, for whatever reason/ circumstances will be of the candidate only.**

Steps I-VI applicable for all Cut-offs

Admissions Under Special Cut-Offs

- a. After the Third Cut-off, a Special Cut-off will be declared for candidates who were eligible but could not/ did not take admission in the earlier three Cut-offs for whatsoever reasons.
- b. **b. Declaration of Special Cut-offs is subject to availability of vacant seats** in Program+College.
- c. The Special Cut-off will be the last declared Cut-off of the respective Program+College. For example, if for College A, the First Cut-off for B.Sc.(H) Mathematics for a specific Category was 98% and the college did not declare Second and Third Cut-off for B.Sc.(H) Mathematics in that Category, but later seats got vacant, then Special Cut-off for B.Sc.(H) Mathematics for the specific Category for College A will be 98%.
- d. There will be no movement allowed during the Special Cut-Offs. **Candidates who have secured admission in any of the earlier three cutoff lists will not be allowed to participate in the Special Cut-off, which means** Candidates who are already admitted in any Program+College of University of Delhi will not be eligible to participate in the Special Cut-Off.
- e. Candidates can apply to a single Program+College by ensuring they meet the required eligibility condition and declared Special Cut-off.
- f. Merely applying under the Special Cut-Off does not guarantee an admission to the Candidate.
- g. No grievances will be entertained in case an Candidate fails to apply or pay the fees (if approved) within the stipulated time period given in the schedule

Guidelines for Admission under Special Drive

- a. Special Drive is for all the categories mentioned in the Bulletin of Information and/or on any other seat that remain vacant after the five cutoffs.
- b. After the 5th Cut-Off, the seats vacant for each Program in Colleges will be displayed on the website of the University of Delhi and on the website of the respective College.
- c. The Candidates who could not seek admission or had cancelled their admission in any of the College of the University during any of the preceding Cut-offs for any reason till the Fifth Cut-Off (including Special Cut-off) and were, therefore, not admitted but meet any of the preceding cut-offs, shall be considered for admission under the Special Drive, provided seats are available in the said category.
- d. No movement will be allowed during the Special Drive. **Candidates who have secured admission in any of the earlier Five cutoffs (including Special Cut-off) will not be allowed to participate in**

the Special Drive, which means Candidates who are already admitted in any Program+College of University of Delhi will not be eligible to participate in the Special Drive.

- e. In case the number of Candidates applying for a particular Program in a college is more than the number of seats available, colleges will make a merit list as per the Best of Four/Three required for the Program. The college will approve the Candidature only on the basis of merit and availability of seats.
- f. In case of a tie for a seat the following tie-breaking rule shall be applied:
 - i. The Candidate with higher percentage of marks (aggregate of best five subjects including one language) in the qualifying examination will be considered first for admission.
 - ii. The Candidate with the earlier date of birth (as mentioned in class X certificate) will be considered for admission.
- g. No grievances will be entertained in case a Candidate fails to apply or pay the fee (if approved) within the stipulated time period given in the schedule.
- h. Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD/KM/ Sikh Minority must be in possession of the required caste/category certificates at the time of admissions. Candidates under OBC-NCL and EWS categories shall be considered based on the certificates issued after **March 31, 2021** only. **Under no circumstances extension/ additional time/ provision to fill undertaking/ affidavit will be provided to furnish any such documents.**

Sd/-

Dean (Admissions)