



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)



दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://dducollegedu.ac.in>

DDUC/Admission/2025/ 140

Dated: 16.10.2025

NOTICE

All students admitted in first year of Academic Session 2025-26 are required to get their Original Certificates (class X and Class XII Marksheet/Certificate, category/Caste Certificate of SC/ST/ OBC-NCL/ EWS/ PwBD/ KM/ CW/ Ward Quota/Orphan Quota, Single Girl Child, ECA/Sports), which they have uploaded on the University Admission portal/Query Tab/E-mailed to college and on the basis of which they have been admitted provisionally, verified physically in the **Library Hall (5th Floor)** of the College as per schedule given below:

Dates	Timings	Courses
03.11.2025 (Monday) & 04.11.2025 (Tuesday)	2.00 p.m. to 3.00 p.m.	All Science Courses
06.11.2025 (Thursday) & 07.11.2025 (Friday)	2.00 p.m. to 3.00 p.m.	All Social Science Courses except B.Com.(H)

List of documents to be produced at the time of verification is as under:

1. Class X Certificate
2. Class XII Marksheet/Certificate
3. Class XII Original/Provisional Passing Certificate
4. Category/Caste Certificate of SC/ST/OBC-NCL/EWS/PWBD/KM/CW/Ward Quota/Single Girl Child Quota/ECA/Sports etc., as the case may be
5. Character Certificate issued by last School Attend or Gazetted Officer in case of Gap year
6. CUET Score Card

They are also required to submit compliance of undertaking, if any, they have made at the time of admission.

In view of above, all students must be accompanying their Original Certificates with themselves for verification purpose.

If any student does not report for physical verification of documents as above or during verification, if any document/certificate is found inadequate/insufficient/inappropriate, it will lead to cancellation of the Admission, *ipso facto*.

In Addition to above, Students are also required to Submit Printout of Academic Bank of credit (ABC) ID. Process of creating ABC ID has already given in notice dated 13.10.2025.


PRINCIPAL

Copy to: All Admission Committees for necessary action.

STEPS FOR PHYSICAL VERIFICATION OF DOCUMENTS

1. Students admitted under **“Unreserved Category”**
 - a. Fill the Verification Form
 - b. Contact directly to the respective Course Admission Committee alongwith Educational Certificates (in original), CUET Score Card & Proof of ABC ID.
2. Students admitted under **“Reserved Category” (SC/ST, OBC/EWS,PwBD/KM)**
 - a. Fill the Verification Form
 - b. Contact respective **Reserved Category Help Desk** for verification of Caste/Cateogry certificate.
 - c. Thereafter contact to the respective Course Admission Committee alongwith other Educational Certificates (in original), CUET Score Card & Proof of ABC ID.
3. Students admitted under **“Sports/ECA Category”**
 - a. Fill the Verification Form
 - b. Contact **Dr. Anek Goel for Sports Quota** and **Dr. Reeta Gautam for ECA Quota Admissions** for verification of Sports/ECA certificate.
 - c. Thereafter contact to the respective Course Admission Committee alongwith other Educational Certificates (in original), CUET Score Card & Proof of ABC ID.
4. Students admitted under **“CW/Ward Quota/Orphan Quota/Single Girl Child Quota”**
 - a. Fill the Verification Form
 - b. Contact **Dealing Assistants in the Office** for verification of certificate.
 - c. Thereafter contact to the respective Course Admission Committee alongwith other Educational Certificates (in original), CUET Score Card & Proof of ABC ID