**Notification**

**No.** **Aca.1086** **/** **UG/Admission** **/** **Procedure** **/** **2014** **/** **724,** **May** **9,** **2014**

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1. All the candidates interested in seeking admission in undergraduate courses in Delhi University are required to fill the pre-admission form either online or offline for all categories (General / OBC / SC / ST). This is mandatory for all candidates. There will be no pre-admission at the college level.

2. The candidates are allowed to fill only one common pre-admission form either online or offline.

3. The college is free to publish its prospectus which may provide informationregarding the college, the courses offered and the number of seats in each course, fee structure, Extra CurricularActivities etc. No forms of any nature, pre-admission as well as admission, shall be included in the prospectus or sold / provided with the prospectus or otherwise before the announcement of cut-off lists.

4. There shall be no ‘Additional Eligibility Criterion’ for any category in any college / course.

5. The colleges who wish to give specific advantage to girlstudents in any course must inform the office of Dean, Students’Welfare and take prior permission. This may be published in the University’s Information Bulletin, displayed on the University web-site and college web-site. Colleges are not permitted to change this criteria at any stage during the entire admission process.

6. Admission to the four year Undergraduate degree course shall be based on Discipline -1 (Major Discipline). The schedule of the admission process for all categories shall be notified by the University.

7. The colleges shall convey the cut-off marks for the various courses (for the General / OBC / SC / ST / PWD categories) to the University, as per the schedule announced by the University. The college shall determine the cut-off marks prudently on the basis of the past experience and the class XII results of theSchool Boards. The office of Dean Students’ Welfare shall make available the information regarding the results of various School Boards (whichever are available) to the colleges.

8. The University on receiving the cut-off marks from the various colleges will collate the data in the office of Registrar and notify the same through print and electronic media as per schedule. The cut-offs will also be displayed on the University Web-site (http://du.ac.in), college website and college notice board.

9. The colleges shall admit all the candidates who have marks that meet the announced cut-off criteria. No first-come-first served policy is permitted.

10.After declaration of the cut off lists by the University, the student will need to report to the college of his / her choice for admission within the stipulated period. At this stage, the candidate would be required to fill the college admission form and the University enrolment form. The candidate would then get his / her documents verified, submit the same to the college and pay the admission fees.

11. In case, a student cancels his admission in a college, in order to move to another college on declaration of a subsequent cut off lists or needs certificates for institutions outside Delhi University, the college must promptly return the documents to the student.

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12. No student will be allowed to take admission in two courses/colleges simultaneously. In case, a candidate is found

admitted in two courses/colleges simultaneously, the admission in all courses/colleges will be cancelled.

13. The University will organize open days in order to disseminate information on various admission related aspects and

also to answer any queries that the students may have. The colleges are free to organize open days at their end and to

set up help lines and web based assistance.

14. For admission under the reserved categories of Kashmiri Migrants / Children of War Widows, the admission process

shall continue to be centralized and conducted at the University level by the office of Deputy Registrar, Academic.

15. The candidates applying under the categories of ‘Reservation for children of War Widows / Kashmiri Migrants must

register separately online / offline through common pre-admission form if they wish to be considered under any other

categories ( Gen./ OBC / SC / ST / PwD ).

16. For courses where admissions are done through entrance exams, separate procedures shall apply.

17. For admission under the Sports and ECA (Extra Curricular Activities) categories, the Colleges may use their own

Sports/ECA application forms. These application forms shall be made available by the concerned college. The admission

to these categories shall be on the basis of guidelines issued by the university.

18. The University shall set up Special Admission Assistance Teams and monitoring committees which will visit colleges

throughout the admission process for assistance to students and monitoring the entire admission process.

19. The colleges are required to constitute their own Grievance Committees consisting of at least three teachers. The

Members of the Grievance Committee so nominated should also be available in the College throughout the admission

process. The details of the Grievance Committee members including their contact numbers (Mobile No.) should be

put on the College Website and on college Notice Board.

20. The data of all candidates who are admitted to colleges must be made available on regular basis on college website

immediately. The same may be compiled and sent to the University for information within a week of last date of

admission.

21. The procedure for calculation of Best of Four percentage (wherein admission is done on the basis of Best of Four)

is outlined in Annexure-I.

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