

# **Standard Operating Procedures for Admissions**

- The students apply online on the University of Delhi Admissions portal to the college and course of their choice within the period given by University of Delhi.
- They register with a unique ID and password. The students also upload the scanned images of all the certificates. Online data is transferred by the University to the respective college.
- Under the leadership of a teacher representative working as the Coordinator of admissions, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students. In this way, the First Lists arrived at in the college, and communicated to the University.
- If the student fulfils the admission criterion of the college and stream, he now downloads the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.
- Forms complete in all respects are sent by the admission committees to the coordinator of admissions. After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office.
- The non-teaching staff again examines the students form and physically verifies the certificates. The students' candidature is once again checked on the University portal and the admission is confirmed. The confirmation of admission is duly notified to the candidate via a telephonic message as well as e-mail.
- The student then submits the fees online and is now considered admitted provisionally to the college.
- If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs. This is the procedure of admissions followed by the college.

Note:

In case a student wishes to cancel his/her admission, she/he is required to submit the printed cancellation form from DU portal and get it signed from Admission in-Charge (TIC), Admission Committee Convener and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on DU portal. Then fee may be refunded as per University rules.

## **Admissions to UG Courses (2020-2021)**

1. The students have to register online through the admission portal available on [www.du.ac.in](http://www.du.ac.in).
2. After the release of class 12<sup>th</sup> results students can fill in their academic details, i.e., marks obtained in best of four subjects. Please refer to the Bulletin of Information on the DU website for the same.
3. The college will release the Cut-off list for individual programs and if the student is eligible as per the college declared cut-off, then the student can apply online through the admission portal
  - i). **STEP 1: Departmental Verification** 1. Verification of Admission criteria, eligibilities & cut-off percentage. 2. Verification of Admission form with DU logo & candidate photo. 3. Submission of originals & true copies of required documents in proper order. 4. Signature by Admission In-charge. 5. Filling up of GE-I Option form.
  - ii). **STEP 2: Conference Room Verification** of Admission form along with required documents and then signed by (a) S.O. Administration (b) Admission Convenor.
  - iii). **STEP 3: Principal's Office** 1. Admission approval by the Principal 2. Admission information Updated on UG Admission portal online by Sr. P.A. to Principal.
  - iv). **STEP 4: Online Payment** Log-on to the UG admission portal for online payment.

### **Important:**

1. The approved applicant (completed STEP 3) is permitted to make the fee payment online till 12 noon of the next day as per the given schedule to secure the seat for that particular course/program. (Refer Admission/cut-off schedule).
2. Admission will be confirmed only after paying the fee online.

**Note:** In case the student wishes to cancel his/her admission, he/she will be required to submit the printed cancellation form from the DU Admission portal and get it signed from Admission in-Charge (TIC), S.O. Admin, Admission Committee Convener and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on DU portal. Then fee may be refunded as per University rules.

**Note:** In case the approved applicant has completed till STEP 3, but however did not deposit the admission fee, then the applicant can undergo "WITHDRAWAL PROCESS" as prescribed. He/she will get his/her originals by giving receipt of the same after withdrawing the application on-line on the DU portal. Thereafter, the applicant is required to pay the withdrawal fee as per University rules & regulations.

\* Due to Covid-19 pandemic the admission process has been completely done in the online mode.

## Admission to UG/PG Courses (2020-2021)

