# KESHAV MAHAVIDYALAYA
## NAAC Accredited 'A' Grade
### (University of Delhi)



# Admission Prospectus
# 2021-2022
### (Updated as on 01-09-2021)

**Important:** Keshav Mahavidyalaya being a constituent college of University of Delhi, all rules and regulations/instructions for admission regarding various courses shall be in accordance with admission guidelines of University of Delhi as amended from time to time.

Further updates of Admissions 2021-22 as received from time to time from DU shall be available on college website (keshav.du.ac.in)

# Vision

To be a premier institute that nurtures creativity amongst students and instills moral values along with quality education to enable them to take on real life challenges with confidence.

# Mission

- To inculcate positivity in attitude and thoughts.
- To nurture creativity and problem solving skills.
- To sensitize students towards gender issues and respect for all human beings.
- To bring about awareness related to ecological enrichment and environmental factors.
- To encourage students to have vision and courage to initiate and manage change.
- To help in recognizing the challenges of a competitive world and learn to adapt.
- To create a clean and conducive atmosphere for the promotion of education.
- To give impetus to women empowerment.

# Objectives

- To develop students intellectually as well as holistically.
- To cater to the needs of the industry by equipping students with the required skills.
- To enhance the quality of teaching-learning process through the use of ICT and continuous assessment of the students.
- To educate/ train students to become responsible citizen and develop patriotic sense among them.
- To empower students to sustain in global competition.
- To produce dynamic and well balanced graduates with high employability.
- To prepare students for further higher studies.

# CONTENTS

# From the Principal's Desk

*"Never stop dreaming, never stop believing, never give up, never stop trying, and never stop learning."*

*Roy T. Bennett*

Keshav Mahavidyalaya is one of the best off-campus premier institutions that provides academic excellence under the aegis of University of Delhi. It is NAAC accredited "A" grade institution and is placed on 77th position under NIRF ranking.

Adhering to its motto 'ऋते ज्ञानान्न मुक्ति:' (Only Knowledge Can Provide Salvation), our college has been committed to providing knowledge that liberates the soul and uplifts the spirit. We strongly believe in the power of education and its ability to bring a wide scale change in human consciousness. We have strived to make Keshav Mahavidyalaya a center of rigorous thinking, transformative education and holistic growth of students through their participation in extracurricular activities, besides academics. India Today conducts the most prestigious college rankings and has placed Keshav Mahavidyalaya amongst the top "Ten Emerging Colleges" in the country in its latest edition.

Every student has a unique personality and has the potential to develop if provided with ample opportunities to discover oneself and grow to broaden their perspectives. To provide a strong conceptual foundation to the students, rigorous academic training is provided. At the same time, college provides a platform for students to innovate and optimize their academic potentials through active participation in regular industry interactions, guest lectures, workshops, seminars etc. Students are motivated to develop critical thinking and logical reasoning abilities that help them to become creative and innovative thinkers of the future. The college has various departmental societies and takes keen interest in numerous socio-cultural initiatives like Rotaract Club, Environment Club, Women Development Cell, Equal Opportunity Cell, SPICMACAY etc. Cultural Societies for Debate, Dramatics, Music, Art, and Dance allow students to showcase their talents and pursue their passion to explore new horizons. The placement cell of the college works actively towards placement of its students with companies of repute.

The college looks forward to welcoming another batch of students brimming with dreams and aspirations. We promise to make your formative years here at KMV the most memorable phase of your life by continuing our conscious and committed efforts for excellence in all our initiatives. I am delighted to welcome you and hope to see you blossom as a selfless patriot of this great nation, who continually strives to build an inclusive society.

Prof. Madhu Pruthi

(Principal)

# Important Committees Related to Admission

| Name | Contact Number | Committee |
|---|---|---|
| Dr. Neha Sharma (Convenor) | 9958124774 | **Central Admission Committee** **admissions@keshav.du.ac.in** |
| Prof. Pradeep Kumar | | |
| Dr. Dhanpal Singh | | |
| Ms. Richa Gupta | | |
| Ms. Sonu Mehta | | |
| Mr. Prashant Kumar | | |
| Ms. Rajat Arora | | |
| Dr. Vandana Gambhir | | |
| Mr. Sumit Kumar Baberwal | | |
| Dr. Dhanpal Singh | 9811447977 | **Admission Help Desk** |
| Mr. Raj Kumar | 9873569656 | |
| Dr. Surender Singh | | **Convenor sports Committee** |
| Dr. Rajni Mendiratta | | **Staff Council Nominee for Sports Admission** |
| Dr. Deepak Srivastava (Convenor) | | **Special Category Admission Enabling Staff Committee** |
| Prof. Vinod Kumar Sharma | | |
| Dr. V. K. Verma | | |
| Dr. Bhavna Gupta | | |
| Dr. Dhanpal Singh | | |
| Dr. Jasmeet Singh (Convenor) | | **Grievance Committee for Admissions** **grievance.admissions@keshav.du.ac.in** **Contact Number : 011- 27018805** |
| Dr. Jagneet Kaur Anand | | |
| Mr. Ravi Kumar Yadav | | |
| Prof. Anju Arora (Convenor) | 9999607894 | **Anti-Ragging Committee (College + Hostel)** |
| Dr. Richa Sharma | 9811171868 | |
| Dr. Vipin Negi | 9868302091 | |
| Dr. Divya Haridas | 9868331663 | |
| Dr. Surender Singh | 9810323797 | |

# 1. College Profile

Keshav Mahavidyalaya has always strived to maintain its place as one of the finest constituent off Campus College of the prestigious University of Delhi. The college has been accredited Grade 'A' by National Assessment & Accreditation Council (NAAC). It was established by the Govt. of NCT of Delhi in 1994. The foundation stone of the campus was laid by Ms. Sheila Dikshit, the then Hon. Chief Minister, Govt. of NCT Delhi on March 23, 2003. Hon. former Lt. Governor of Delhi Mr. B.L. Joshi inaugurated the building on November 27, 2005. The college has completed 25 years of its excellence in both academic and co-curricular domains and has earned a great reputation, comparable to that of the campus colleges. Since its inception, the institution has moved on the path of success and is acclaimed for its achievements, dedicated faculty with adequate infrastructural support. It is one of the youngest colleges of Delhi University, but is considered one of the best off-campus co-educational colleges having carved a niche for itself by garnering University positions year after year. The college stands on a sprawling campus of more than 10 acres. It has one of the finest campus comprising of an air-conditioned Auditorium, Seminar Room, E-enabled Lecture theatres, well equipped laboratories, a well-stocked library, medical room, cafeteria, sports facilities and spacious ICT enabled classrooms. The College boasts of a spacious Girls Hostel with a capacity of 78 students on twin sharing basis. Equipped with all necessary facilities, the hostel provides its residents many opportunities to fulfil their academic and cultural needs.

The college at present offers nine courses in the disciplines of Science, Commerce, Management Studies, Psychology and Computer Science. The college also offers short-term courses (Certificate and Diploma) in French and German Languages. In the current academic session, the student strength has been over 1600, under the supervision of approximately 100 eminent faculty members and more than 60 non-teaching staff. Imparting education in different fields, the faculty recognizes its responsibility of training young minds holistically with their knowledge to keep up with the pace of a dynamic, competitive and global environment.

The college provides Internet facility to its faculty and students available through the Computer Centre, University of Delhi via internet. All the labs in the College have access to e-journals subscribed by the University through its internet. The University has facilitated the College campus and Girls Hostel with Wi-Fi connectivity that is vital for academic and research activity. The college promotes organizing of Seminars, Workshops and Lectures in every field of Academics, Environmental and Health issues, Social service and other Co-curricular activities.

The **Internal Quality Assurance Cell (IQAC)** of the college works actively to bring about consistent quality improvements in all spheres of the college as per mandate of NAAC. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic

improvement in the overall performance of the college. For this, it channelizes all efforts and measures of the college towards promoting its holistic academic excellence.

The **Silver Jubilee** event of the college was held in 22nd October, 2019 to celebrate 25 years of excellence in education. The Chief Guest of the function was Padma Bhushan Prof. (Emeritus) P. Balaram, Former Director, Indian Institute of Science, Bangalore. The Guests of Honour were Shri Raj Shekhar Vyas, Addl. Director General, AIR, Doordarshan, New Delhi, Prof. Tarun Das, Registrar University of Delhi and Prof. Payal Mago, Joint Dean of Colleges, University of Delhi. Staff, students and alumni of the college celebrated this grand moment with pride and much fanfare. Silver Jubilee Souvenir was released on this occasion.

## Glimpses of Silver Jubilee Event

The college fosters excellence in education and **Digital Initiative** is the most recent one in the wake of Covid-19 situation. Our country is determined and is progressively working to achieve technology driven development in all the spheres. A step towards digitalization is a systematic effort in the same direction. As a higher education institution, we have also been confronted with numerous academic issues that lead us to adopt several online mechanisms to overcome the access related impediments. We are proud to share that this year our college has taken a new digital initiative of providing every student with a new email address officially created by the college on the college domain and an individual student's user account for our college website.

This new initiative will facilitate our college students to communicate effectively with faculty members. Students can use this email address for all academic purposes. Using this email address students will be able to access their course study material available online on Keshav e-classrooms. It will also enable them to have an online identity of being a bona-fide student of the college.

They shall also be able to access information regarding their attendance both monthly and consolidated, Internal Assessment (individual papers and consolidated), General Elective (GA) preference, various notifications from the college on their individual student login.

The college is adapting **Mentor-Mentee** practice in which students of all three years in a group of students assigned with a faculty member who will provide all care besides academics to them and help in their issues /concerns.

## 2. College Infrastructure

At Keshav Mahavidyalaya we believe in hands-on experience for the students. As theoretical knowledge alone is insufficient and incomplete, well equipped laboratories have been set up in all the relevant courses.

**Electronics Lab**

The Department of Electronics has well-equipped laboratories which are the backbone of the Department and contribute significantly to the practical adeptness of the students. These labs are used to perform experiments based on Analog electronics, Digital circuits and Systems, Instrumentation, Communication and Signal Processing and Microprocessor Applications. Students develop a working knowledge of various integrated circuit families, circuit designing, ROM, EPROM, and RAM.

**Computer Lab**

The Computer wing has three spacious computer labs equipped with the state-of-the-art facilities. All the systems are of latest configuration. The labs can accommodate approximately 90 systems apart from servers. There is a separate UPS room. The lab has a wireless LAN using Wi-Fi Routers. It also provides multimedia facilities and is equipped with an OHP, LCD Projector, and Scanner.

**Physics Lab**

The college has two well-equipped air conditioned Physics Labs, equipped with the latest and sophisticated instruments, which are used for practical work related to mechanics, optics, heat and electrical circuits, , computer programming, solid state physics etc. Separate air-conditioned dark rooms are also available for performing experiments related to optics and ballistic galvanometer. The labs are continuously upgraded to ensure that the students are equipped with the latest skills. The facilities in the lab include Digital storage oscilloscopes, Hall Effect set up, Michelson's interferometer, Ultrasonic grating set up, Set up for elliptically polarized light, He- Ne laser interfacing facilities, Computer simulation facilities, CRO & TV trainer kits, Four Probe set up and Set up for PE Hysteresis.



**Chemistry and Biology Labs**

There are two chemistry labs designated for performing Organic, Inorganic, Physical, and Analytical experiments and are furnished with modern instruments like electronic balances, electrophoresis machines, digital pH meters, and potentiometers. A fully air-conditioned analytical technique laboratory is also being set up. The biology labs are well equipped too. Computer facilities are also available in both labs.

**Psychology Lab**

The Psychology lab of the college is well equipped with the latest Psychological tests and instruments. Every year, new instruments and tests are added to give a wide exposure to students. The lab has a wide range of standardized Psychometric Tests applicable in clinical, organizational, social, neurocognitive and counselling settings.

**Management Studies Computer Lab**

The Department of Management Studies has a fully air conditioned computer lab with 30 desktop computers, an all-in-one printer and Internet facility. It provides access to various software packages to students for their skill development and data analysis. It houses portable projectors, laptops, sound amplifier, portable mics and portable white board for use by faculty and students during class presentations and events. Over the years it has become a technological hub for facilitating department's academic pursuits.

## ICT Lab

The College has dedicated ICT lab which have high end systems to run sophisticated software such as MATLAB, Mathematica etc. for commerce and mathematics student to work on computer and statistics.

## E-Enabled Classrooms

The college has six big lecture theatres and 28 classrooms equipped with e-learning facility. Almost all classrooms in the college are e-enabled.

## Amphitheatre

The campus has a beautiful amphitheatre with five pillars symbolizing the five elements – air, water, sky, earth and fire. It is a host to a variety of performances, competitions, street plays etc. by students.



## College Auditorium

The college has a state-of-the-art auditorium with a seating capacity of 800 persons (Area 2569 sq m). It is fully air conditioned, built with best acoustics and high end light and sound facilities. It has two green-rooms, one for boys and the other for girls. The auditorium, since its inauguration, has borne testimony to the talented performances of renowned maestros including Ms. Shovana Narayan, Ms. Shubha Mudgal, Sh. Shiv Kumar Sharma, Smt. S. Kanaka, Warsi Brothers. It has been the centre for all cultural and academic activities of the college.

## Library

The college maintains a well-stocked double storey, spacious, fully automated library comprising of a large reading room. It is a web based Library. The data of Library is available on NIC Cloud through e - Granthalaya software. Presently college becomes member of N-List

–Database. Various e - resources (e - books and e - journals) provided by N List are now available for Keshav Mahavidyalya .

The library has various sections consisting of around 28000 books. It has a rich collection of text books, reference materials and encyclopedias of various fields. Large number of dailies, weeklies and periodicals of various subjects are being subscribed on a regular basis. Around 38 Magazines and 18 Newspapers are subscribed by the library for the readers. Library has more than 740 CDs and DVDs which are issued to various departments of the college. Besides, it also provides facility of accessing about 30,000 e-journals and research articles provided by Delhi University Library System (DULS) through internet to staff members and students.The library has a separate Internet Lab for students and faculty. For the security purpose there are 16 CCTV Cameras in the college library. Keshav Mahavidyalaya Library has Braille Materials also for visually impaired user. The Library has one Lez Air Camera Scanner along with a laptop with Lex Air VAD software as well as Braille face and Devnagri Software.

**Library Membership**

Students need to furnish their fee receipt and college identity card to become a member of the library. Membership is yearly, and clearance needs to be taken at the end of every academic session. Library Reader Tickets (cards) are non-transferable.

**Library Cards**

- Students are given four (04) Library Reader's Tickets (Computer Science (H)-05) which can be used at the same time to facilitate readings. On Library Reader's Ticket No. 4 book will be issue for one day only and on rest of the Library Reader Tickets books will be issued for fifteen days.
- For books not returned on time, an overdue charge of Rs.5/- per day per book will be levied for the first week, Rs.10/- per day for the second week, Rs.25/- per day for the third week and in fourth week if the book is not returned, the library membership of the student shall invite cancellation.
- Students have to show College I-Card at the entry gate of library and while issuing the library books. Without showing I-Card at the library counter no book will be issued.
- Students cannot carry any bags into the library.
- In case of transfer of library tickets the ticket of the original card holder will be cancelled.

- In case of tearing of pages from any book is reported, strict disciplinary action will be taken.
- If a Reader/member lost his/her library ticket, a duplicate library ticket will be issued to him/her in the next academic year to avoid any kind of misuse of the library tickets.
- Fine for lost Reader's Ticket will be Rs.100/- per card. Fine of Rs.50/- towards the issue of Duplicate Card will be charged.
- Duplicate cards due to repeated loss of Reader's Tickets shall be considered only after prior approval of the Principal.
- Books on loan can be called at any time without assigning any reason thereof.
- The Library Membership Form is to be submitted after admission is secured.

**Seminar Hall**

A fully air-conditioned and well-equipped seminar hall is used to host a variety of events throughout the year. The seminar room has a seating capacity of around 100 delegates and is equipped with an LCD Projector, Interactive Board and audio conferencing public address system.



**Girls' Hostel**

The College boasts of a spacious and comfortable Girls'Hostel with a capacity of 78 students. The Hostel provides safe and comfortable accommodation facilities to young girls aspiring for higher education at Keshav Mahavidyalaya, University of Delhi. The Hostel is located in the college campus which is surrounded by beautiful lawns and sprawls in an area of 10 acres. Most of the rooms are on twin sharing. Hostel mess provides residents with fresh food



and nourishment. Medical services and laundry services are provided to the residents for their healthy and comfortable stay. Internet facility, telephone facility, an automatic sanitary napkin vending machine and many other facilities are also provided. A gymnasium, reading room and visitors area are available for residents within the Hostel premises. A common

room with a large LCD TV is available for the students to relax and have fun. Wi-Fi facility is also provided to resident students in hostel. The campus remains under CCTV surveillance for 24 hours. Hostel warden who resides within the Hostel premises extend care to the residents and make them feel at home.

**College Connectivity**

The college is well connected by various means of public transport. College is well connected by DTC services i.e., 85Ext, 970Ext, 196Spl, 442Spl, 951Ltd, 289D. The Metro Feeder bus connects the college to Netaji Subhash Place (Via Britannia), Kirti Nagar and Pitampura and Shakurpur Metro Stations. E-rickshaws are readily available outside the college.

**ATM**

An ATM machine is installed in the college by Canara Bank for providing easy banking services to students and staff.  The college is also providing the facility of digital transactions to the students.

**Open Gym Facility**

Regular exercise is best for maintaining good physical & mental health which helps to live a healthy and happy life. College provides an open gym facility for it students which can significantly increase their daily physical activity opportunities.



**Sports Facilities**

The Sports Department is fast becoming one of the favorite with ample facilities and infrastructure for participation in sports both indoor and outdoor. A special room for playing table tennis, carom board and chess has been set up. The college campus also has badminton, lawn tennis, volleyball, basketball courts and a huge ground for playing cricket and football. It also offers gym facilities with latest equipment and machines for those interested in it.

**Bus Pass**

DTC provides the facility of concessional bus passes for college students which are available on demand, college facilitate the students by providing arrangement for the verification of DTC Bus Pass form. The facility for verification for rail concession is available to the students at the college office for visiting their parents at their home town (to and fro) during vacations only

**Cafeteria**

The Cafeteria at Keshav Mahavidyalaya provides great food at affordable prices in a good atmosphere. This makes the cafeteria the most frequently visited place in the college. Cafeteria is the place where students from all the streams meet and interact, over steaming cups of tea/coffee.



**Garden**

The college has well developed gardens which provide a lavish green look to the campus. It also maintains a herbal garden, foliage for ecological balance with an artistic look. Attractive lawns with blossoming flowers all around the campus present a spectacular view.

**Medical Room**

The college has a First–Aid Room for providing immediate medical assistance to students as well as staff. Moreover, Bhagwan Mahavir Hosiptal, which is located next to the college, is easily approachable in case of any emergency situation.

**Internet/Wi-Fi Access**

The college campus is well connected through wired as well as wireless networks. Students have access to internet with 100 mbps connectivity by Fiber Optic/LAN cable backbone structure. The coverage of Wi-Fi is not only restricted to class rooms but also extends to all the areas including library, auditorium, amphitheatre and cafeteria. A separate Wi-Fi facility is also provided to Girls Hostel. Eventually, it facilitates Keshav Mahavidyalaya to switch over to innovative recent teaching and learning methodologies.

# 3. Undergraduate Courses in the College 2021-22

*1% concession for Women applicant in B. Sc. (H) Computer Science, B. Sc. (H) Electronics, B. Sc. (H) Physics, B.Sc. (Prog.) Physical Sciences with Computer Science*

| Courses | Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List |
|---|---|
| **B. Com. (H)** | ❖ An aggregate of 45% marks in the qualifying examination.<br>❖ The Candidate must have studied and passed Mathematics/Business Mathematics/ equivalent paper at the qualifying examination for admission to B. Com. (Hons.).<br>❖ Selection shall be made on the basis of marks obtained in qualifying examination including one language and three best subjects as per the following:<br>❖ An aggregate of 45% or more in English/Hindi and combination of best three among the following subjects: Mathematics, Accountancy, Economics and Business Studies/ Commerce.<br>❖ Inclusion of any subject from List B other than mentioned above in the combination of best three will lead to a deduction of 1% per subject on the aggregate.<br>❖ Inclusion of any subject other than those in List A and List B in the combination of best three will lead to a deduction of 2.5% per subject on the aggregate of the Best Four. |
| **B. Sc. (H) Computer Science** | ❖ Merit will be calculated based on "Best Four" of Mathematics, one language and two other subjects listed as academic / elective subjects, as specified in List A and List B, as per the following:<br>❖ 60% or more marks required in Mathematics;<br>❖ 60% or more marks in aggregate of four subjects including Mathematics, one language and any two of Physics, Chemistry and Computer Science/ Informatics Practices.<br>❖ Applicants from other streams (with Mathematics in Class XII), will have a disadvantage of 2% in aggregate of required four subjects. |
| **B. Sc. (H) Electronics** | ❖ 55% or more marks in the aggregate of Physics, Chemistry and Mathematics and 50% or more marks in one compulsory language.<br>❖ Merit will be calculated based on aggregate percentage in Physics, Chemistry and Mathematics. |
| **B.Sc. (H) Mathematics** | ❖ 50% marks in Mathematics and an aggregate of 45% marks in the qualifying examination.<br>❖ Merit shall be determined on the basis of one language, Mathematics and two best academic /elective subjects as specified in List A and List B. |

| Courses | Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List |
|---|---|
| **B. Sc. (Prog.) Mathematical Sciences** | ❖ Merit shall be determined on the basis of one language, Mathematics and two best academic/ elective subjects as specified in List A and List B. |
| **Bachelor of Management Studies (BMS)** | ❖ Aggregate of 60% or more marks in the qualifying examination in four subjects: English, Mathematics and any two other subjects included in List B.<br>❖ Selection will be based on the rank computed from the combined weighted average of percentage scored in the entrance test and the percentage scored in the qualifying examination where the weights are:<br>❖ Entrance Test: 65%, Qualifying Examination: 35%.<br>❖ The entrance test will examine the following areas: Quantitative Ability Reasoning and Analytic Ability General English Business and General Awareness |
| **B. Sc. Physical Sciences (Prog.) with Computer Science** | ❖ 45% or more marks in the aggregate of Physics, Chemistry / Computer Science/ Computer Applications/ Information Practices, Mathematics (Practical & Theory together) and passing in one compulsory language (i.e. English).<br>**OR**<br>❖ 45% or more marks in the aggregate of Physics, Chemistry/ Computer Science/ Computer Applications/ Information Practices Mathematics (Practical & Theory together) and 40% in one compulsory language.<br>❖ Merit will be calculated based on aggregate percentage in Physics, Chemistry Computer Science/Computer Applications/Informatics Practices, Mathematics. |
| **B. Sc. (H) Physics** | ❖ 55% or more marks in the aggregate of Physics, Chemistry and Mathematics and 50% or more marks in one compulsory language.<br>❖ Merit will be calculated based on aggregate percentage in Physics, Chemistry and Mathematics. |

| Courses | Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List |
|---|---|
| **B. A. (H) Psychology** | ❖ An aggregate of 45% marks in the qualifying examination. <br> ❖ Merit shall be determined on the basis of one language and three best academic/elective subjects as specified in List A and List B. <br> ❖ Inclusion of any subject other than those from List A and List B in the combination of best three will lead to a deduction of 2.5% per such subject included in the aggregate "Best Four" percentage. <br> ❖ Out of three academic/elective subjects chosen above, one must be the concerned subject in which the admission is sought, failing which a deduction of 2.5% will be imposed on the aggregate "Best Four" percentage. The deduction will not be applicable to B.A. (Hons.) Social Work and B.A. (Hons.) Philosophy. <br> ❖ Admission to B.A. (Hons.) Applied Psychology will be based on 'Best Four' percentage as in B.A. (Hons.) Psychology. <br> ❖ Admission to B.A. (Hons.) Social Work and B.A. (Hons.) Philosophy will be based on 'Best Four' percentage including one language and three academic/elective subjects |

# 4. Intake to Various Courses offered by the College 2021-22

## 4. 1  Intake to Three Year Undergraduate Degree Courses

| Courses Offered (UG - Merit Based) | Number of Seats Offered | | | | | | |
|---|---|---|---|---|---|---|---|
| | Total | UR | SC | ST | OBC | EWS | Concession* |
| **B.Com.(Hons.)** | 192 | 77 | 29 | 15 | 52 | 19 | No |
| **B.Sc.(Hons.) Computer Science** | 115 | 46 | 17 | 9 | 31 | 12 | Yes |
| **B.Sc.(Hons.) Electronics** | 40 | 16 | 6 | 3 | 11 | 4 | Yes |
| **B.Sc.(Hons.)Mathematics** | 59 | 24 | 9 | 4 | 16 | 6 | No |
| **B.Sc.(Prog.)Mathematical Sciences** | 59 | 24 | 9 | 4 | 16 | 6 | No |
| **B.Sc.(Prog.) Physical Sciences with Computer Science** | 59 | 24 | 9 | 4 | 16 | 6 | Yes |
| **B.Sc.(Hons.)Physics** | 40 | 16 | 6 | 3 | 11 | 4 | Yes |
| **B.A. (Hons.) Psychology** | 40 | 16 | 6 | 3 | 11 | 4 | No |
| **Bachelor of Management Studies (BMS)#** | 59 | 24 | 9 | 4 | 16 | 6 | N/A |

\* 1% concession to Women Candidates

# Reservation under Kashmiri Migrants (KM) is not available in BMS as per DU admission guidelines

## 4. 2  Intake to One year Certificate Course in French/German Language

| Name of the Course | No. of Seats | Admission Criterion |
|---|---|---|
| **Certificate Course in German Language** | 50 | On the basis of aggregate marks obtained in Last Examination passed (XII/Graduation/Post Graduation). Minimum aggregate required is 45% in each Categories. Admission will be made strictly in order of merit in each category in the respective categories. |
| **Certificate Course in French Language** | 50 | |

## 4. 3  Intake to One year Diploma Course in French / German Language

| Name of the Course | No. of Seats | Admission Criterion |
|---|---|---|
| **Diploma Course in German Language** | 25 | Candidates who have passed the certificate examination of Delhi University in the language concerned or an examination recognized as equivalent thereto are eligible to apply for admission to the Diploma Course in the respective language. Admission will be made strictly in order of merit of the respective certificate course examination. Candidates who have obtained their certificate in the language from any other institution one year before the year of admission shall be required to appear in an admission test to be conducted by the college. |
| **Diploma Course in French Language** | 25 | |

## 4. 4  Intake to Add-on Certificate Course in Radio Broadcasting

| Name of the course | No. of seats | Eligibility Criterion |
|---|---|---|
| **Radio Broadcasting*** | 25 | Candidates must have passed 10+2 from a recognized board. |

*This 40 hours course will comprise of lectures, hands-on sessions, workshops and interaction with experts in the area and usually starts in the month of September.*

# 5. Fee Structure 2021-22 (All charges in Indian Rupees - INR)

*(Examination Fees extra to be paid later)*

| A. COLLEGE CHARGES | B.Sc. (H) Computer Science | B.Com. (H) | B.Sc. (H) Physics | B.Sc. (H) Electronics | B.Sc. (H) Maths | B. A. (H) Psychology | Bachelor of Management Studies | B. Sc. (Prog.) Mathematical Science | B.Sc.(Prog) Physical Science with Computer Science |
|---|---|---|---|---|---|---|---|---|---|
| Admission Fee | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Tuition Fee | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 | 180 |
| Identity Card Fee | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Library Fee | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| Reading Room Fee | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| TUT/I.A. Fee | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Garden Fee | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Water & Elect. Fee | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Magazine Fee | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Estab./Maint.Fee | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| Sports & Games Fee | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| Laboratory Fee | 36 | 36 | 36 | 36 | 36 | 36 | 36 | 36 | 36 |
| Comp. infrastructure fee | 14820 | | | | | | | | |
| **B. UNIV. CHARGES** | | | | | | | | | |
| Univ. Enrolment Fee | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Cultural Fee | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Athletic Fee | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| W.U.S. Fee | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Development Fund | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 |
| N.S.S. Fund | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| Prevention of sexual Harassment | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Student's Union Fee | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| **C. STUDENT SOCIETIES** | | | | | | | | | |
| Student's Union Fund | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Societies Fund | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| First Aid Fund | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Student Aid Fund | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Development Fund | 700 | 700 | 700 | 700 | 700 | 700 | 700 | 700 | 700 |
| Security Deposit * | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| Computer Lab. Charges | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 |
| Student Activity Fund | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| SPIC MACAY Fund | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 |
| Prevention of Sexual Harassment Fund | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| Placement Cell Fund | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Women Development Cell Fund | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Seminar & Inter College Activities Fund | | | | | | | 500 | | |
| Corporate/Industry Interaction Fund | | | | | | | 4000 | | |
| Social Function Fund | | | | | | | 1000 | | |
| Alumni Interaction Fund | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| **TOTAL FEES** | **24156** | **9336** | **9336** | **9336** | **9336** | **9336** | **14836** | **9336** | **9336** |

* REFUNDABLE

## 5. 1 Consolidated Course Fee Structure 2021-22 (in INR)

| Name of the Course | Gen/OBC | PwBD | SC/ST |
|---|---|---|---|
| **B. Com. (H)** | 9336 | 280 | 9156 |
| **B. Sc. (H) Computer Science** | 24156 | 280 | 23976 |
| **B. Sc. (H) Electronics** | 9336 | 280 | 9156 |
| **B. Sc. (H) Mathematics** | 9336 | 280 | 9156 |
| **B. Sc. (Prog.) Mathematical Sciences** | 9336 | 280 | 9156 |
| **Bachelor of Management Studies (BMS)** | 14836 | 280 | 14656 |
| **B. Sc. (Prog.) Physical Sciences with Computer Science** | 9336 | 280 | 9156 |
| **B. Sc. (H) Physics** | 9336 | 280 | 9156 |
| **B. A. (H) Psychology** | 9336 | 280 | 9156 |
| **Certificate Course in French/German Language** | 5500 | For College Students | |
| | 8500 | For Outside students | |
| **Diploma Course in French/German Language** | 10,000 | | |
| **Certificate Course in Radio Broadcasting** | 7000 | | |

## 5. 2 Cancellation of Admission and Refund of Fees

*(as per DU admission Bulletin 2021-22)*

Cancellation of admission and refund of fees will be made as per Delhi University rules. For further details on this, please refer to the bulletin of information 2021-22, for admission to undergraduate courses available on the University of Delhi website.

| S. No. | Reasons for Seeking Refund | Quantum of Fee to be Refunded |
|---|---|---|
| 1 | When a student applies for withdrawal of admission up to last day of admission. | Full fee after deduction of Rs. 1000/- and full examination fee. |
| 2 | When admission is made inadvertently due to error/omission/commission on the part of the University/College | Full fee and full examination fee. |
| 3 | When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificates(s), providing misleading information by the student or for any error/mistake on the part of the student. | No fee will be refunded. |

| S. No. | Reasons for Seeking Refund | Quantum of Fee to be Refunded |
|---|---|---|
| 4 | When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission. | Full fee after deduction of Rs. 1000/- and full examination fee. |
| 5 | In case a student after his/her admission expires within one month of the last date of admission. | Full fee, including examination fee will be refunded to his/her parents. |

# 6. Admission Guidelines to Undergraduate Courses 2021-22

*(as per DU admission bulletin 2021-22)*

Admissions to undergraduate (UG) courses at the college are merit-based (that is, based on marks scored in Class XII Board/qualifying examinations) or entrance-based (that is, based on written/practical tests depending on the course selected by an aspiring student).

Following are the general guidelines for all the applicants

- All applicants must register through the University of Delhi online admissions portal (refer https://ug.du.ac.in for registration)
- All undergraduate admissions for 2021 - 22 will be administered only through Delhi university portal.
- There is no offline admission for any applicant.
- Only eligible applicants who have registered online through the university portal can be considered for admission.
- Applicants will be required to appear in person at the University of Delhi only at the very end of the admission process, for verification of certificates as per the schedule to be announced by the University/ College.
- All other admission procedures are to be completed by the applicant using the unique login ID they create on the Delhi University Undergraduate admissions portal.

## 6. 1 Fees for Online Registration

- The online registration process is completed only after realization of the registration fee. Applicants must ensure that the registration fee is submitted to the correct portal; submissions that have been made via any other link than made available through the applicant's Dashboard on the University undergraduate admissions portal will not be considered.
- The applicants are advised to complete the registration process well in time and not wait for the last day.
- The registration fee **will not be refunded** in any circumstances, including if **the applicant is found ineligible for the course or respective category at a later**

**stage**. The applicant is advised to check that they satisfy all eligibility criteria for the course(s) for which they are applying.

- Permission to appear in the entrance test is subject to the applicant's fulfilling the eligibility requirements prescribed for applying to the concerned course of study. In case an applicant does not meet any eligibility criteria prescribed for applying to the concerned course and appears in the entrance test, **it is at the applicant's own risk and cost**. **If at any stage, it is found that eligibility requirements are not fulfilled, the admission, if granted, shall be cancelled ipso facto.**

| | |
|---|---|
| Registration fee for Merit-based courses for UR/OBC | ₹ 250 |
| Registration fee for SC/ST/PwBD/EWS | ₹ 100 |
| Additional Registration fee for ECA/Sports | ₹ 100 |
| Additional Registration fee for each Entrance-based course for UR/OBC | ₹ 750 |
| Additional Registration fee for each Entrance-based course for SC/ST/PwBD/EWS | ₹ 300 |
| Admission Cancellation fee | ₹ 1000 |

## 6. 2  Eligibility Criteria for Undergraduate Courses

- The applicant must be a citizen of India. (Applicants seeking admission under the Foreign Students' category to apply separately on Foreign Students' Registry website, http://fsr.du.ac.in.)
- The applicant should have passed the Class XII examination of any Board/ University examination in India or in any foreign country recognized as equivalent to the 10+2 system by the Association of Indian Universities (AIU).
- The applicant should have "passed" individually in each subject required (including practicals if any) for calculating merit and eligibility to the course they seek admission in.
- Applicants with gap year(s) will not be at any disadvantage for the purpose of admission to undergraduate courses.
- Applicants under the UR/SC/ST/OBC/EWS categories are eligible to seek admission based on both merit and entrance tests to courses in all Colleges/ Departments (except Minority Colleges, wherein some categories may not be applicable).
- Applicants from the Sikh and Christian minorities may also seek admission under the minority quota in the Minority Colleges of the University.

- The following categories are designated "supernumerary":
    i. PwBD (Persons with Benchmark Disabilities);
    ii. CW (Children/Widows of Personnel of the Armed Forces including Para-Military);
    iii. KM (Kashmiri Migrants);
    iv. Prime Minister's special scholarship for Jammu and Kashmir;
    v. SS (Nominated Sikkimese Students);
    vi. WQ (Ward Quota);
    vii. ECA (Extra-Curricular Activities);
    viii. Sports.

Note: Categories i –viii above are applicable to courses where admission is based on merit. For courses where admission is based on entrance tests, only categories i and ii above are applicable.

## 6.3 Merit-Based Admission to Undergraduate Courses offered by the College

Undergraduate courses are offered by the college in various streams of studies under different faculties, namely Social Sciences, Commerce and Business Studies, Mathematical Sciences, Sciences and Inter-Disciplinary and Applied Sciences. The University of Delhi has implemented the Choice Based Credit System (CBCS) with Learning Outcomes based Curriculum Framework (LOCF) for all its undergraduate programmes. Applicants must check the eligibility criteria for each course thoroughly to see if they satisfy the requirements.

Admission to these courses is made through the various criteria and procedures specified by the University in the UG Bulletin of Information. There are no additional eligibility criteria set by the College besides the ones stipulated by the University through the Bulletin of Information.

## 6.4 Entrance-based Admission to Undergraduate Course offered by the College

Admission to undergraduate courses based on entrance tests (wherein admissions will be made based on marks scored in the entrance test and qualifying class XII examination) are offered by the University of Delhi through some of its colleges/departments in various streams of study.

The National Testing Agency (NTA) has been entrusted with the conduct of University of Delhi Entrance Examination 2021 for Admissions to Entrance based Undergraduate Courses. Applicants must visit the UG admissions Portal for all information, news and updates regarding Entrance test.

The college offers a Bachelor of Management Studies (BMS) course under the Faculty of Applied Social Sciences and Humanities.

## 6. 5  Course-wise Merit List for Merit-based UG Admissions

The Suggested Course- and Category-wise Merit List published on the University website shall be adhered to by the College.

The marks entered by the applicant (at the time of registration on the UG Admissions Portal) will serve as the basis for computing the total marks for course-specific combinations of "Best Four" for admission in courses through the faculties of Commerce, Mathematical Sciences, Social Sciences and "Three Subjects" for admission in courses under faculties of Sciences and Applied Sciences.

The university will publish a separate updated merit list as an Annexure for applicants whose marks are updated after the publication of the Suggested Course and Category-wise Merit List.

In order to facilitate the said Merit List, the applicant may choose subjects as relevant from List A and List B provided in proceeding section.

## 6. 6  Relaxations in Course-specific Eligibility Criteria

To determine their eligibility and merit, applicants from the SC/ST categories shall be given a relaxation to the extent of 5% in the respective eligibility criteria and merit for admission prescribed for applicants from the UR category. If, after giving 5% relaxation, these reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill all the reserved seats in the course concerned. Eligibility in such cases is pass percentage.

To determine the eligibility and merit, applicants from the OBC category shall be given a relaxation in the respective eligibility in the qualifying examination to the extent of 10% of the eligibility marks prescribed for applicants from the UR Category. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the OBC category will be 36% (i.e. 40% minus 10% of 40%).

Applicants from the PwBD category shall be given a relaxation in the respective eligibility for the course concerned in the qualifying examination to the extent of 5%. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the PwBD category will be 38% (i.e. 40% minus 5% of 40%).

Applicants from the CW category shall be given a relaxation of 5% in the respective eligibility for the course concerned in the qualifying examination. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the CW category will be 38% (i.e. 40% minus 5% of 40%).

Eligibility Criteria for merit-based admissions under the EWS category shall be identical to that of UR category.

## 6. 7 List of subjects for Ascertaining Course-specific Eligibility and Merit for Admission

| List A: Language Subjects | | | | | |
|---|---|---|---|---|---|
| **List A₁** | | | **List A₂** | | |
| Assamese Core/ Assamese Elective | Gujarati Core/ Gujarati Elective | Maithili Core/ Maithili Elective | Odia Core/ Odia Elective | Tamil Core/ Tamil Elective | **Arabic Core/ Arabic Elective** |
| Bengali Core/ Bengali Elective | Hindi Core/ Hindi Elective | Malayalam Core/ Malayalam Elective | Punjabi Core/ Punjabi Elective | Telegu Core/ Telegu Elective | **French Core/ French Elective** |
| Bodo Core/ Bodo Elective | Kannada Core/ Kannada Elective | Manipuri Core/ Manipuri Elective | Sanskrit Core/ Sanskrit Elective | Urdu Core/ Urdu Elective | **German Core/ German Elective** |
| Dogri Core/ Dogri Elective | Kashmiri Core/ Kashmiri Elective | Marathi Core/ Marathi Elective | Santhali Core/ Santhali Elective | | Italian Core/ Italian Elective |
| English Core/ English Elective | Konkani Core/ Konkani Elective | Nepali Core/ Nepali Elective | Sindhi Core/ Sindhi Elective | | Persian Core/ Persian Elective |
| | | | | | Spanish Core/ Spanish Elective |

| List B: (Elective Subjects) | | |
|---|---|---|
| Accountancy | Computer Science/ Computer Applications/ Informatics Practices | Mathematics |
| Anthropology | Economics | Philosophy/Logic and Philosophy |
| Biology/Biochemistry/ Biotechnology | Geography | Physics |
| Business Mathematics | Geology | Political Science |
| Chemistry | History | Psychology |
| Civics | Home Science | Sociology |
| Commerce/Business Studies | Legal Studies | Statistics |

# 7. Admission Process for Undergraduate Courses

## 7. 1 For Merit-Based Undergraduate Courses

Course specific eligibility criteria determine the merit score on which admission to each course is based. Applicants must study these criteria carefully to understand if they qualify.

All academic subjects may be treated as "elective." The subjects eligible for computation (subject to course-specific criteria) are listed (List A and List B).

The University may define any other relevant subjects as academic/elective for a particular course.

Merit is calculated through course-specific combinations of marks obtained in the qualifying examination in the **"Best Four"** subjects for admission to courses through the faculties of Commerce, Mathematical Sciences, Social Sciences and course-specific combinations of **"Three Subjects"** for admission to courses under the faculties of Sciences and Applied Sciences.

**Special Instructions for Boards other than CBSE**

- If a paper's title does not match with what is specified in List A and List B above, it is mandatory for the applicant to provide a content equivalence certificate from the Principal/ Head of the Institution last attended, certifying that the paper's content is equivalent to NCERT Class XII syllabus for that paper. This equivalence certificate must be accompanied by a copy of the syllabus of the paper attested by the Principal/Head of the Institution. However, the University of Delhi's decision on the matter will be final and binding.

- If the applicant has studied "Botany" and "Zoology" separately, the total of marks in both these papers must be entered in the respective fields for theory and practicals under the heading "Biology" in the field provided in your admission form.

- If the applicant's marksheet contains both Class XI and XII marks, the applicant must enter only the Class XII marks in the respective fields provided in the admission forms.

- Applicants should have passed theory and practical separately. Any paper with both theory and practical component will be considered only in the ratio 70 (theory): 30 (practical) if the theory component of the paper is less than 70%. The applicant should separately fill into the online Admission Form the marks obtained and maximum marks for theory and practical each, and the totals, as per their marksheet. In case the theory/ practical breakup is not specified, the applicant will be required to enter only their total marks in the first field ("Theory") for that paper in the online Registration Form (Refer Annexure 1)

- "Internal Assessment" marks, if any, mentioned in the marksheet will not be used for any calculations. (Refer Annexure 1)

- Any discrepancy in the entry of marks pertaining to theory, practicals or totals will be the sole responsibility of the applicant. Applicants are advised to exercise utmost care in filling up the registration form as errors in entry may lead to summary rejection of the form.

### 7. 1. 1  Admission Procedure for Merit Based UG Courses

**Step I: Registration on the UG portal**

- The applicant uses the university UG Admissions portal to create their personal username and password, fills in their registration form, chooses their courses of interest, and uploads the required documents. (Refer DU admission bulletin 2021-22 at du.ac.in for registration). The applicants must exercise extreme care in filling up their form. Much of the information entered by the applicants into the form will not be possible to edit and correct after submission of the form.
- All the candidates seeking admission to the Undergraduate (UG) courses are required to register online.
- Any first time user, in order to access UG Admission Portal, need to register on the portal with a valid e-mail ID.
- Applicants who do not have a valid e-mail ID must create an e-mail ID before proceeding.
- The applicant needs to keep this e-mail ID handy because it will be required to access his / her account on the portal as well as for all the future correspondence throughout the admission process.
- The default settings allow all applicants to register for all courses (without any penalties).
- The applicants will be eligible to take admission in all the colleges and courses provided they satisfy the cut-off of the colleges and the eligibility for the selected courses.
- If applicants have examination results pending or have reappeared in papers, they will be able to update these marks by logging into their Dashboards till the last date of admissions in the University.
- Utmost care must be exercised in uploading the documents. Applicants will need scanned copies of the certificates on the basis of which they wish to claim admission
    - Class X certificate
    - Class XII certificate
    - Relevant reservation certificate issued by competent authority
    - Self-attested copies of requisite certificates for admission under sports/ ECA category
    - Photo identity card (Aadhar Card, Driving License, PAN Card, Voter Identity Card, Passport or School Identity Card)

- Applicants will be responsible for all information they upload, including copies of certificates. They will also be responsible for the quality and authenticity of the files they upload. The applicants will be able to see the preview of their form and the uploaded documents. The applicants are advised to take all care to avoid rejection on this basis during the admission process.

**Step II: Payment of the Registration fees**

The application form will be deemed submitted only when the applicant has paid the relevant registration fee. This fee must be paid only through the link provided through the applicant's Dashboard. There is no method available to applicants other than this online link generated for payment of the registration fee. When the applicant has successfully submitted the registration fee online, they are advised to keep records of the payment's transaction ID, Credit Card/ Debit card/ Net banking details and date of transaction as proof for future reference. Further, the applicants are advised to complete the process well before the deadline in order to avoid any last minute glitches.

**Step III: Reopening of the portal**

The application will be allowed to update the marks and make minor corrections in the form during this window provided to them. This will only be a onetime process.

**Step IV: Declaration of Cut-off**

The University shall declare a minimum of five Cut-Offs. In case, there are still some vacant seats left, further Cut-Offs may be announced by the University. If needed, the University may also conduct special drive in order to fill vacant seats against reserved category. In case of vacant seats left after the first five Cut-Offs, there will be a special Cut-Off only for those candidates who could not/ did not take admission in the initial five Cut-Offs for whatsoever reasons.

**Special Cut–Off**

- The cut-off for the Special Cut-Off admissions will be the last cut-off declared by the college for a particular course. That is, if a college had declared 3rd cut-off for a particular course and no further cut-off was declared thereafter, and there are vacant seats after the University has completed the 5th round of cut-off, the Special Cut-Off for this particular course of the College will be that as declared in the 3rd cut-off.
- The colleges will declare the number of seats left vacant in each course after the 5th Cut-Off.
- There will be no movement allowed during this Special Cut-Off.
- The applicant gives his/ her preferences of the available course and available colleges as given in UG bulletin 2021-22 at du.ac.in.

- The allotments to the course and the colleges, only for the Special Cut-Off, will be made centrally using the formula (min A + min B) where A is the preference to a course and B the preference to a college, B will be dependent on A.

**Step V: Selection of Course and College**

Upon declaration of the nth Cut-Off list, applicants must log in to their Dashboards on the UG admission portal to choose the course and college they wish to claim admission in from the list of colleges and courses they are eligible for. At a time, during a cut-off list, the applicant is allowed to choose only one course and one college. Multiple simultaneous admissions are not permitted.

- Please note selection of applicant's college and course can be made only online through their own Dashboard on the UG admissions portal. There will be no physical visit to the colleges at this point in the process.
- The procedure for choosing the course and the college by the applicant must be completed within the stipulated time interval.
- Within a cut-off the applicant will not be allowed to change his/ her choice of course and college.

**Step VI: Online Verification of Documents by Respective Colleges**

- The College shall verify the documents uploaded by the applicant for eligibility and meeting the required Cut -Off.
- Course in-charge to verify the minimum qualifications and cut-off requirement, else to decline.
- Convenor admission to recheck and approve the admission or decline.
- Principal to approve admission for cases approved by the Convenor admission and to confirm declining admission for those declined by the Convenor.
- In case of lack of necessary documents, candidate to be contacted on email/phone so that the same may be provided. In case the candidate does not respond, or where documents remain insufficient, the admission to be declined citing reason. **No application will be left undecided. It will either be approved or declined.**
- The applicant to be communicated the status of the application on their dashboard.
- Those approved are required to pay the fee and receive a confirmation of their admission. Those declined admission are provided a link to raise any objection with the Grievance Committee.

**Step VII: Payment of fees to confirm admission**

- Once the Principal of the College has approved their admission, the applicant will receive a link on their Dashboard on the UG Admissions portal through which

they must submit the college/course fees due. **This fee can only be paid online through the portal.**

- The applicant is advised **to pay the fee without delay within 24 hours** of the approval of admission by the Principal of the College, and **save the acknowledgement slip** bearing transaction ID, Credit Card/ Debit card/ Net banking details and date of transaction as a proof for future reference. On successful payment of fees, the applicant is granted provisional admission to the said college.

- It is extremely important that applicants pay the fee within the time frame allocated, failing which it will be concluded that the applicant is not interested in the course of study at that college, and the admission will be automatically cancelled.

- Once the applicant has gained admission, they will have to sign an online declaration stating, *"All the information provided by me 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 the College."*

**Step VIII: Physical verification of the original documents**

The uploaded documents will be verified by the respective colleges within the stipulated time period. If at this stage it is found that the information given by the applicant is false and/ or is not supported by the documents presented, the admission will be immediately cancelled. No fees will be refunded in such cases.

**7. 1. 2  Process for change of Course/College in subsequent Cut-Offs**

If, in subsequent lists, the applicant finds themselves eligible for admission to any other colleges/courses, they should ensure their eligibility by carefully examining the eligibility requirements of the Course/College/ Department.

- Applicants are advised to exercise extreme care to ensure that they meet the requirements for the Course/College. Once they are certain they wish to cancel admission in the course/college they initially had gained admission to in the previous list, the applicant must log in to the UG Admissions portal to cancel their admission through their Dashboard.

- A cancellation fee will be levied, and they may now choose a new combination of course and college, subject to eligibility and meeting course-specific requirements. Once again, the applicant must complete steps V-VIII.

- Only one cancellation is allowed per Cut-off list. Cancellation for readmission in another merit-based college/course will not be possible in the first Cut-off list. Such cancellations wherein the applicant seeks readmission in another merit-based

college/course option may be attempted only in subsequent list onwards. Within a cut- off the applicant will not be allowed to change his/ her choice of course and college. The total number of cancellations will be restricted to (n-1) where "n" is the total number of Cut-off Lists.

- Once an applicant has cancelled his/ her admission, he/ she cannot be readmitted to that course/college automatically, and must undergo the admission process anew, subject to availability of seats and the applicant meeting course-specific eligibility requirements.
- When the applicant cancels their previous admission in the subsequent Cut-Off List, the refunded fee amount will be visible in the "Wallet" section of the Dashboard. A cancellation fee of Rs. 1,000 (Rupees One thousand only) will be deducted and this will be reflected in the refunded amount visible in the "Wallet".
- Through the Dashboard after the subsequent admission is approved, the admission fee will be adjusted automatically and the applicant 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 applicant's account or to an account declared by the applicant as per the College/University rules after the admissions are closed.
- In case of any change in the admission process for Merit based UG admission, it will be notified on the website of the University of Delhi. All aspirants must register online as per the procedure and schedule that will be notified on the University of Delhi website (www.du.ac.in).

## 7. 2 For Entrance-Based Undergraduate Courses

### 7. 2. 1 Admission Procedure for BMS Course

**Step I: Registration on the UG portal**
- The applicant uses the university UG Admissions portal to create their personal username and password, fills in their registration form, chooses their courses of interest, and uploads the required documents. **The applicants must exercise extreme care in filling up their form.** Applicants will not be permitted to edit and correct the form once submitted.
- All the candidates seeking admission to the Undergraduate (UG) courses are required to register online.
- Any first time user, in order to access UG Admission Portal, need to register on the portal with a valid e-mail ID.
- Applicants who do not have a valid e-mail ID must create an e-mail ID before proceeding.

- The applicant needs to keep this e-mail ID handy because it will be required to access his / her account on the portal as well as for all the future correspondence throughout the admission process
- The applicants can register for as many entrance based courses as they wish. The registration fee for each entrance test will be charged individually. If any applicant applies for more than one course and the entrance test schedule for the courses applied for coincides, the University shall not be responsible for this. However, the competent officials will try their best to identify those applicants who are applying for admissions in multiple courses from the registration portal to allocate the same or nearby Test Centres, in case of examinations for these courses are on the same day.

- In the case of courses being run at multiple colleges, or entrance tests covering more than one course, the applicants are required to state their order of preference of course and/or college.
- Applicants to BMS must fill all the college-course choices. There are 21 choices for female applicants and 17 for male applicants. The applicant should mark "1" for their most preferred college-course, "2" for the next most preferred and so on. The college-course to which an applicant does not want admission should be marked "No Preference". Where "No Preference" is selected, that college- course shall not be offered to the applicant. If a college-course is marked with a preference number, the same may be allotted to the applicant and the applicant would be required to take admission in that college-course in order to be eligible for any future changes in college and course.
- Admission will not be granted to any applicant whose name has appeared in the allotment list but who fails to meet the minimum eligibility criteria for the course. Entrance test fee will not be refunded in any circumstances.
- If applicants have examination results pending or have reappeared in papers, they will be able to update these marks by logging into their Dashboards till the admission to the programme is open.
- Utmost care must be exercised in the upload of documents. Applicants will need scanned copies of the certificates on the basis of which they wish to claim admission

  - **Class X certificate**
  - **Class XII certificate**
  - **Relevant reservation certificate issued by competent authority**
  - **Photo identity card (Aadhar Card, Driving License, PAN Card, Voter Identity Card, Passport or School Identity Card)**
- Applicants will be responsible for all information they upload, including copies of certificates. They will also be responsible for the quality and

authenticity of the files they upload. The applicants will be able to see the preview of their form and the uploaded documents. The applicants are advised to take all care to avoid rejection on this basis during the admission process.

### Step II: Payment of the registration fees

The application form will be deemed submitted only when the applicant has paid the relevant registration fee. This fee must be paid only through the link provided through the applicant's Dashboard. There is no method available to applicants other than this online link generated for payment of the registration fee. When the applicant has successfully submitted the registration fee online, they are advised to keep records of the payment's transaction ID, Credit Card/ Debit card/ Netbanking details and date of transaction as proof for future reference. Further, the applicants are advised to complete the process well be- fore the deadline in order to avoid any last minute glitches. The registration fee for each entrance-based course will be charged separately.

### Step III: Entrance Test

The applicant will need to register for the entrance test, and appear for it as per notification on the university website. The written entrance test will be conducted by NTA. The modalities of the entrance test shall be given by NTA.

### Step IV: Declaration of Result/ Merit List

A ranking of applicants will be prepared that shall guide the admission process and shall be displayed on the Admission Portal. This ranking shall be based on the weighted mean of the marks scored in the entrance test and in Class XII (as per eligibility) giving each the weights of 65% and 35% respectively for the BA(H)BE, BMS, BBA(FIA), courses.

The final ranking shall not have any repeated ranks. In the case of a tie for rank, the following tie-breaking rule shall be applied in the order provided below:

- The applicant with a higher percentage of marks (aggregate of best four subjects including one language) in the qualifying examination will be considered first for allotment/admission.
- The applicant with the higher entrance test score will be considered first for allotment/admission.
- The applicant with a higher percentage of marks (aggregate of best five subjects including one language) in the qualifying examination will be considered first for allotment/admission.
- The applicant with the earlier date of birth (as mentioned in class X certificate) will be considered for allotment/admission.

### Step V: Reopening of the portal for alteration of Course/College option

The portal will be open for the alteration of the course-college preferences for one day after the declaration of entrance test results. Applicants are advised to examine the location of the college and college fee for the course before finalizing their order of preference. No request for change of course-college will be entertained after this.

### Step VI: Allotment of Course and/or College

- For all the entrance based courses the allotment of seats shall be done centrally and shall be displayed on the Admission Portal. Only the applicants who satisfy the minimum eligibility criteria for the course will be considered for admission.
- Applicants allotted a course and a college/institution shall be required to confirm their interest in the admission by selecting and confirming the college (and course) from their Dashboard on the Admission Portal within the time period as per the University of Delhi policy.
- In the case of BMS courses, the seats available in each college (and course) in each admission category shall be allotted to the applicants in order of their ranks and as per their preferences subject to availability, till all seats in the particular college (and course) are exhausted. An applicant allotted a seat higher in their preference order will not be allowed a change to any seat lower in their preference order within the same admission category.

### Step VII: Online verification of documents by respective colleges

The College shall verify the documents uploaded by the applicant for eligibility.

- Principal to either approve or decline admission.
- In case of lack of necessary documents, candidate to be contacted on email/phone so that the same may be provided. In case the candidate does not respond, or where documents remain insufficient, the admission will be declined citing reason. **No application will be left undecided. It will either be approved or declined.**
- The applicant will be communicated the status of the application on their dashboard.
- Those approved are required to pay the fee and receive a confirmation of their admission. Those declined admission are provided a link to raise any objection with the Grievance Committee.

### Step VIII: Payment of fees to confirm admission

Once the Principal has approved their admission, the applicant will receive a link on their Dashboard on the UG Admissions portal through which they must submit the college/course fees due. This fee **can only be paid online through the portal.**

- The applicant is advised to **pay the fee without delay within 24 hours** of the approval of admission by the Principal, and **save the acknowledgement slip** bearing transaction ID, Credit Card/ Debit card/ Net banking details and date of transaction as a proof for future reference. On successful payment of fees, the applicant is granted provisional admission to the said college.

- It is extremely important that applicants pay the fee within the timeframe allocated, failing which it will be concluded that the applicant is not interested in the course of study at that college, and the admission will be automatically cancelled.

- Once the applicant has gained admission, they will have to sign an online declaration stating, "*All the information provided by me 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 the College.*"

### Step IX: Physical verification of the documents

The uploaded documents will be verified by the respective colleges within the stipulated time period. **If at this stage it is found that the information given by the applicant is false and is not supported by the documents presented, the admission will be immediately cancelled. No fees will be refunded in such cases.**

### 7. 2. 2  Process for change of Course/College in subsequent Merit List

During a given list the applicant will be required to choose one of the two options:

- ❖ **Option 1:** Wish to be reallotted a seat higher in his/her preference order if the same is available; or
- ❖ **Option 2:** He/ she is satisfied with the currently allotted seat and does not want another allotment of seat.

- During every subsequent Allotment Round, seats available after the previous round shall be allotted to admitted applicants who choose option 1 and to applicants ranked above the last admitted rank and who have not yet been allotted a seat, subject to their preferences.

- In case a seat higher in the applicant's preference is available, the same shall be allotted to the applicant and the existing admission shall stand cancelled.

- All applicants allotted seats in an allotment round shall be required to repeat Steps VII to VIII to obtain admission. The fee to be paid in a subsequent round shall be the difference (if any) of the new institution fee less the fee already paid.

- Upon confirmation of fee with the University, the admission in the college (and course) shall be confirmed. If the applicant fails to pay the fee to confirm the admission, the applicant shall not be allotted the seat and shall not be considered for any future allotment.
- The following categories of applicants will not be considered in subsequent rounds of counselling:
  - ❖ Applicants who have already been allotted their first preference.
  - ❖ Applicants who voluntarily opted out of reallotments.
  - ❖ Applicants who have not confirmed admission by completing payment of fees in any round.

### 7. 2. 3  Spot Admission Round

- The Admission portal shall display the number of seats available in each course and/ or college after the admission to Third Merit List.
- Students interested in seeking admission to a course will do so on the dashboard. They shall give the preference of the course and college.
- Students will be allotted course/college as per their merit, preference and availability of the seats in each category. The course will be given preference over college.
- For the courses that are available in different colleges, in the first round of spot allotment for each category, applicants admitted in the course on that date and have opted for reallocation as per Option 1 in the previous step, as well as all those appl cants who are not yet allotted a seat but whose ranking is higher than the last rank admitted in any category shall be eligible in this round. The applicants shall be al- lotted a seat as per their ranking and preference from those available. The applicant shall then be required to follow steps VII and VIII to obtain admission.
- For the courses that are available in different colleges, in the second round of spot allotment for each category, applicants not yet admitted shall be allotted a seat as per their ranking and preference from those available. The applicant shall then be required to follow steps VII and VIII to obtain admission.
- Applicants are advised to carefully exercise their choice before confirming the admission in the Spot Round. If an applicant cancels their admission after the spot round, they will not be considered for admission in any future counselling.
- To fill any vacant seats in any category, the University may announce more rounds of spot admission till the last date of admissions as notified by the University.
- In case of cancellation of admission, a cancellation fee of Rs. 1000/- will be charged. This fee shall be charged for every cancellation before the last day of

admissions. Refund of fees due to cancellation or any other reasons will not be considered after the last date for admissions.

> In case of any change in the admission process for Merit based UG admission, it will be notified on the website of the University of Delhi. All aspirants must register online as per the procedure and schedule that will be notified on the University of Delhi website.

# 8. Reservations and Relaxation/Concession

*(as per DU admission bulletin 2021-22)*

The merit list for the unreserved category (UR) seats will comprise all the applicants in order of merit. No one will be excluded from the same. **In other words, the merit list will also include SC / ST / OBC / EWS applicants, irrespective of category, if they meet the criterion of merit for UR category.**

**No applicant can be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC/EWS category.** Such an applicant is entitled to be considered under the UR category, as well as under the reserved category. Admission to UR category seats will be strictly in order of merit without excluding SC/ST/OBC/EWS applicants.

**Discrimination on the basis of category/ caste is completely unlawful.** The University of Delhi does not tolerate discrimination against any applicant/student on this basis. Strict action will be taken against any violations.

Applicants seeking admission under SC/ST/OBC/EWS category will have to produce for verification certificates in their own names.

## 8. 1  Scheduled Caste/Scheduled tribes

- 22.5% of the total numbers of seats is reserved for candidates belonging to Scheduled Caste/ Scheduled Tribes (15% for Scheduled Caste and 7.5% for Scheduled Tribes, interchangeable, if necessary).
- It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste/Scheduled Tribe candidates.
- The College shall not refuse admission to any SC/ST candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language would be removed, remedial classes for which may be arranged by utilizing grants that are available from University Grants Commission.
- Relaxation to the extent of 5% in the minimum marks will be given to the candidates belonging to Scheduled Caste and Scheduled Tribes to determine their eligibility and merit for admission to the course concerned.

- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats. (AC Resolution A88, 14.6.1983) (EC Resolution 157, 24.12.2001).Eligibility in these cases is pass percentage.

*(for further details please refer DU admission bulletin 2021-22)*

**Note:** *SC/ST students who get admission under open merit (unreserved) will not be included in the reserved quota i.e. 22.5% (15% for SC and 7.5% for ST).*

It is obligatory for all Colleges/Departments to fill all the seats reserved for SC/ST applicants. Minimum Eligibility in these cases is pass percentage.

## 8. 2  Other Backward Classes (OBC) (Non-Creamy layer, Central List)

- 27% seats will be reserved for the applicants belonging to Other Backward Classes (OBC) (non-creamy layer, central list).
- At the time of giving admission to an OBC applicant, the College will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central (Govt. of India) List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website http://ncbc.nic.in/ backward classes/index.html.)
- The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).
- The OBC applicants who belong to the 'Non-Creamy Layer' and **whose caste appears in the Central List of the OBCs only,** shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of 'non-creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2020-2021, issued on or after 31st March, 2021.
- If the applicant does not have the OBC non-creamy layer certificate of the latest financial year 2020-2021 at the time of registration, the applicant may upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant must produce the recent financial year's (2020-21) OBC non-creamy layer certificate, issued by the same competent

authority. This additional certificate must have reference of the applicant's already issued original caste certificate.

- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said course and for the admission entrance test a relaxation of 10% of the minimum eligibility marks prescribed for General/UR Category applicants.
- It is a statutory obligation on the part of Colleges to fill all the seats reserved for OBC applicants.

## 8.3 Reservation policy for Economically Weaker Sections (EWS)

As per the University of Delhi notifications (Reference No. Aca. I / Reservation of EWSs / 2019/ 63 Dated 28th March 2019 and Reference No. Aca. I / Reservation of EWSs / 2019 / 101 Dated 15th May 2019), for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments / Centres / Colleges have reserved 10% seats for admission for the same in the Academic Year 2021-22. The eligibility of such applicants will be decided on the basis of fulfilling criteria prescribed in the above notifications, and subject to submission of documents, issued by the competent authority, in the format provided in Annexure - IV.

*For further details applicants can visit:*

http://www.du.ac.in/du/uploads/Notifications/04042019-Notification-EWS.pdf

## 8.4 Reservation for Persons with Benchmark Disability; for Children/Widows of Personnel of the Armed Forces; Kashmiri Migrants; PM's Special Scholarship for J&K; nominated Sikkimese Students; Ward Quota (Supernumerary Seats)

### 8.4.1 Persons with Benchmark Disabilities (PwBD)

As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than five percent (5%) seats are reserved for Persons with Benchmark Disabilities. "Person with benchmark dis- ability" means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with dis- ability where specified disability has been defined in measurable terms, as certified by the certifying authority. It may be noted that the erstwhile Persons with Disability Act, 1995, under which

reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.

> **Applicants must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the applicant.**

(*For details on specified categories of disabilities as mentioned in the Schedule to the Rights of Persons with Disabilities Act, 2016, refer Delhi University Bulletin 2020-21*).

Concessional/Waiver of fees in respect of Persons with Benchmark Disabilities (PwBD)

- Applicants with physical disabilities pursuing various courses of study in the Colleges of the University shall be **exempted from payment of fees, including examination fee and other University fees**, except Admission fee, subscription towards Delhi University Students' Union and Identity Card fee (As per amendment to Ordinance X(4) of the University).
- **PwBD applicants who meet the cut-off for the unreserved category and will take admission in the unreserved category (UR) will pay the fee relevant for PwBD applicant.**
- As per the Executive Council Resolution No. 50 dated 03.11.2012, students with physical disabilities residing in different Hostels / Halls of the University are **exempted from payment of all hostel fees and charges** except refundable caution fee and the mess fees. Persons with Physical Disabilities who are students shall pay 50% of the Mess fee and the remaining **50% of their Mess Fee** will be met by the University of Delhi. **Similar norms are to be adopted by the Colleges in respect of PwBD Students residing in various hostels of the Colleges.**
- PwBD students who are getting fellowships / financial assistance shall be exempted from payment of fees / charges / mess fees subject to the following conditions. **All admitted SC/ST, OBC, EWS, PwBD students in colleges who are eligible for fellowships should submit their scholarship forms to the requisite office by February for timely processing.**

| Value of Fellowship | Exemption of Fee Waiver |
|---|---|
| Up to Rs. 3000/- per month | Fees waiver + 50% Mess Subsidy |
| Rs. 3001 to 8000 per month | Fees waiver but no Mess Subsidy |
| Rs. 8001 and above per month | No fees waiver and no Hostel Subsidy |

## 8. 4. 2  Children/Widows of Personnel of the Armed Forces (CW)

- Five percent (5%) of seats are reserved for applicants under this category, course-wise in all colleges.
- All such applicants have to upload the Educational Concession certificate (as per the format **provided in Appendix VII of UG bulletin 2021-22 (du.ac.in** ) to be issued by **any of the following authorities** on the proper letterhead:
    a. Secretary, Kendriya Sainik Board, Delhi.
    b. Secretary, Rajya Zila Sainik Board.
    c. Officer-in-Charge, Record Office.
    d. 1st Class Stipendiary Magistrate.

e. Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

**No other format shall be permissible. Proofs of the CW category in the form of ID card of parent or dependent, Medical card, Ration card, CSD card, etc. are not admissible in lieu of certificate in correct format. The priority must be clearly mentioned in the certificate. Certificates that do not mention the relevant priority will not be considered.**

*(For details refer Delhi University Bulletin 2021-22*)

### 8. 4. 3 Kashmiri Migrants

- All the wards (sons/daughters) of Kashmiri Migrants who wish to be considered for admission to various undergraduate courses of the University have to register online as per the schedule notified by the University.
- Up to 5% seats are reserved course-wise in all colleges for the wards of Kashmiri Migrants.
- All the wards of Kashmiri Migrants will have to upload a certificate of registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner.
- Admission of Wards of Kashmiri Migrants will be based on cut-offs to be announced by the College. A concession of maximum 10% in the last cut-off marks fixed for unreserved category applicants shall be extended to the Kashmiri Migrants.
- **Reservation under this category is not available in courses where admission is based on entrance tests.**

### 8. 4. 4 Prime Minister's Special Scholarship Scheme for J&K students

The applicants selected under Prime Minister's special scholarship scheme for J&K students will be admitted directly to the College. Reservation under this category is not available in courses where admission is based on entrance tests. Applicants must register on the University Portal as per schedule to be announced on University website.

### 8. 4. 5 Nomination of Seats for Sikkimese Students

Sikkimese students nominated by the Govt. of Sikkim shall be considered for admission by the University in Colleges where hostel facilities are available (AC Resolutions 51 dated 05/06/1980 and 122 dated 17/12/1990). The allocation of Sikkimese students for admission as well as for hostel accommodation in respective colleges be made by the Vice-Chancellor at his discretion. Reservation under this category is not available in courses where admission is based on entrance tests.

Applicants must register on the University Portal as per schedule to be announced on University website.

### 8. 4. 6 Admission under Ward Quota

- Admission to the wards of University and College permanent in-service employees, both teaching and non-teaching, to the various undergraduate courses, excluding professional courses and other courses where admission is made on the basis of entrance test, is to be made according to the following criteria:
  - o Admission to wards (children) of the permanent in-service employees at the college where employees are working will be given on the basis of merit among such applicants subject to ordinarily one seat for every unit of up to sixty students in a course and subject to fulfilment of course-specific eligibility conditions.
  - o Admission to the wards of college employees both teaching and non-teaching will be done as per Academic Council resolution 9 a & b dated 27.11.2020
- The admissions on the above norms will be against seats over and above the normal strength.
- Applicants who wish to apply for admission under ward quota must fill the online registration form on the university portal. They must choose the colleges they wish to apply to from the list provided at the time of registration. The schedule and process for admission under this quota will be notified on the University website.

## 8. 5  Extra-curricular Activities and Sports Quota (Supernumerary Seats)

Due to the unprecedented situation of COVID -19 pandemic and prevailing public health guidelines, admission based on ECA will take place for the category of NCC and NSS only and admission based on Sports will take place without the conduct of Sports Trial.

- Colleges must provide sports facilities and encourage all students to participate in Sports and Extra-Curricular Activities (ECA) by introducing inter-class competitions and mass sports. Representation of at least 1% each (of total intake capacity of the college) of ECA and Sports is mandatory for all colleges, subject to a ceiling of 5% (of total intake capacity of the college) in total for ECA and Sports together.
- The actual number of seats to be filled based on ECA and Sports is decided given the facilities available, the requirement of the colleges and other relevant factors.
- Admission based on ECA and Sports is not available in courses where admission is based on the entrance test.

- The allotment of course and college to the applicant on the basis of ECA and Sports will be done in a centralized manner by the University. There will be no restriction of course (subject wise) (Delhi University Bulletin 2021-22).
- Additional information regarding the schedule of ECA and Sports and availability of seats will be notified on the DU website.
- An applicant submitting false/fake certificates for seeking admission on the basis of ECA and Sports shall be debarred from admission to any College for three years. Such admissions will be cancelled and FIR will also be registered.
- **The college is offering 12 seats under ECA quota and 18 seats under Sports quota.**

(For further details refer Delhi University Bulletin 2021-22)

## 9. Admission in Non Collegiate Women's Education Board

The Non-Collegiate Women's Education Board (NCWEB) enables thousands of young women who cannot join regular college for various reasons to attend classes during Saturdays/Sundays and during academic breaks to obtain Undergraduate and Postgraduate Degrees from the University of Delhi. NCWEB facilitates the female students of NCT Delhi to take University of Delhi examinations with special coaching once a week without attending the regular classes. NCWEB has emerged as an important academic option for female students.

Keshav Mahavidyalaya has been a centre for UG B. Com. course under NCWEB and holds classes on Saturdays only.

*(For further details refer Delhi University Bulletin 2021-22)*

## 10.    Guidelines for Admission in Girl's Hostel

For details, refer to college website (keshav.du.ac.in)

## 11.    Important Information

**Digital Initiative**

There has been a paradigm shift in teaching-learning process in the wake of Covid-19 situation and education has shifted completely to online mode. To overcome the issues concerning access to study material, staying connected with teachers and administration for timely updates, the college is proud to have taken a step forward towards digitalization. Under this recent initiative taken by the college:

- Every student of the college has been provided with a new email address officially created by the college on the college domain to communicate effectively with faculty members and to access the study material available for their course online on Keshav e-classrooms. It also enables the students to have an online identity of being a bona-fide student of the college.

44

- Each student has also been provided user account for the college website. Through this individual account, the students can login using a secure password to access their Attendance, Internal Assessment and other academic records.

This initiative will prove beneficial to students, faculty and administration not only until normalcy is resumed post Covid-19 situation, but will also supplement the teaching-learning and administrative processes later in a secured and systematic manner.

**Library membership**

Students need to furnish their fee receipt and college identity card to become a member of the library. Membership is yearly, and clearance needs to be taken at the end of every academic session. Library Reader Tickets (cards) are non-transferable.

**Identity Card**

Every student will be issued an identity card which he/she should always carry and produce on demand.  Failure to do so is liable for disciplinary action.  I-card must be returned when student leaves the college.  Loss of I-card should be reported to the office immediately.

**Student Aid Fund/Fee Concession**

The college gives assistance to students belonging to relatively weaker sections of society in the form of text books and cash.  The college also gives fee concessions to the deserving students.  All the students can apply for the same in the beginning of the session.

**Notice Board**

All notices regarding schedule of classes, holidays, examinations activities and other relevant information are posted on the notice boards. It is important for students to read these notices regularly. Ignorance of any notice will not be accepted as a plea for delay in any matter.

**Discipline**

The college expects its students to conduct themselves in a disciplined and dignified manner in the college and outside. For this purpose, some provisions are as follows:

- Students are responsible for their conduct to the Principal and are prohibited from doing anything, whether inside or outside the college, that will amount to a breach of discipline or interference in the discipline and normal working of the college.  A student shall be liable to disciplinary action for violation of any of the rules of discipline.  Disciplinary action may involve warning and/or fine, and/or suspension from classes, from the examination, from use of the college Library

or even from the college as such or any such actions as provided for in ordinance XV-(B) and XV-(C) of the Rules of discipline of the University of Delhi.

- Students shall conduct themselves in gentlemanly, manner both towards the members of the staff (teaching and administrative) and towards their fellow students. Insubordination language or ungentlemanly conduct including teasing etc. shall be severely dealt with.
- Students shall maintain perfect silence in classrooms and resist from demonstrations or disorderly behaviour. They must not loiter in the corridors or in front of classrooms or office room, and must keep as quiet as possible at all times. During their free periods, students should work, quietly in Library or reading room or spend the time in the student's common room but without causing any disturbance.
- Smoking is banned in college. The Anti-Smoking Nodal officer is Dr. Divya Haridas.
- Students shall take proper care of the college furniture and premises and they must not spoil or cause any damage to or temper with college property, furniture and fittings. Cleanliness of the college premises and lawn must be maintained.
- No Society can be formed in the college without permission of the Principal nor shall any person be invited to address a meeting in the college without prior permission of the Principal.
- Students suffering from any contagious or infectious disease will not be permitted to attend the college.
- Ragging in any form is strictly prohibited within the college premises. Any individual or collective act or practice of ragging constitute gross indiscipline and shall be dealt under ordinance XV (Refer Annexure III).

## 12. Disciplinary Alerts

The following activities are strictly prohibited:
- Ragging
- Stealing of any kind.
- Defacing /Damaging the college walls, property and infrastructure.
- Use of Mobile phones during classes.
- Playing of music through mobile phones/ i-pods/ car-stereo etc.
- Misbehaviour with peers, teaching and/or non-teaching staff.
- Sitting on the stairs and loitering in the corridors.
- Smoking and consumption of alcohol (in any form) in college premises.
- Playing with crackers and hooliganism during festivals.
- Littering in the college premises.

The students found guilty of indulging in any of the above or related activities would be appropriately punished and heavily penalized.

**Ragging in any forms is strictly prohibited.  The complaints of ragging shall be dealt under regulations 2009 notified on DU website:   www.du.ac.in.  In addition to the provisions of Ordinance XV-C, all other measures decided upon by the Honorable Supreme Court of India, Ministry of HRD and the UGC would be binding on the University, Colleges.**

# 13.    Student Development: Cells and Initiatives

### NSS

The college also has a National Service Scheme (NSS) Unit that aims to serve the nation and its citizens in all possible ways. With this goal and the motto, "Not Me, But You", the volunteers of the unit organize various activities to bring a change in the society. It promotes community service through events like cleanliness drives, free health check-up camps, blood donation camps, self-defense classes for girls,  yoga sessions and awareness drives to address various social issues in the college and in the adopted slum. The volunteers take up many other activities to mark all the days of national and international importance.



### Rotract Club

Founded in 1995, the Rotract Club aims at developing a sense of responsibility in students through a variety for social welfare activities such as adult literacy, child welfare and relief programs. The club organizes blood donation camps and clothes donation drives and works in collaboration with NGOs every year to encourage the spirit of community service among students. The Rotract Club of the college aims to instill in the students a sense of community by actively engaging in socially responsible initiatives and contributing in whatever way they can to uplift the current state of being.

HLA typing for detection of Thalassemia

**SPIC-MACAY**

SPIC-MACAY is a society that carries forward the torch of India's classical music and culture across to the new generation. Keshav Mahavidyalaya is proud to be associated with the society. Cultural Committee also organized an Odissi dance recital by renowned artiste Padma Shri Ms. Madhavi Mudgal under the aegis of SPIC MACAY on 23rd January 2020.



**DWARIKA: College Magazine**

'DWARIKA, the college Magazine, is published every year. The magazine provides the students with a powerful medium for their creativity and writing skills by contributing their articles, poetry and write-ups in English as well as in Hindi. It also highlights the academic, cultural and sports events of the college. Art and sketches by the students are also showcased in the magazine.

**Placement Cell**

The College has a well-organized and active Placement Cell that is linked with the Central Placement Cell of University of Delhi. The Placement Cell of the college works diligently throughout the year to reduce the gap between students and recruiters. Workshops and seminars are conducted regularly on topics ranging from writing a professional resume, handling guesstimates and personal interviews to mock HR-interviews. The cell recognizes its responsibility of training young minds to keep up with the fast changing, professional and global realities of the world. In sync with this, the cell motivates students to take up summer and winter internships that help them discover their interests, learn new skills and build confidence.

The Placement Cell has been successfully placing students with good packages in organizations of repute year after year that not only offer significant job profiles, but also opportunities for growth and higher learning. **The highest package for the academic year 2020-21 was Rs. 19.25 lacs per annum and average package was Rs.6.2 lacs per annum and the cumulative package for the year was 3.5Cr.**

**ANUBHAV: THE PSYCHOLOGY INTERNSHIP CELL**

It was established on 28th August, 2018 with an aim to bridge the academia industry gap by forming a liaison between students and various organizations. Embarking on the journey to gain knowledge and experience, Anubhav organised an extensive workshop on Transactional Analysis with Gestalt work with resource persons, Dr. Avinash Desousa and Ms. Pragya Lodha. Other workshops successfully conducted were on Expressive Arts Therapy, curated by Ms. Manju Jain, and IQ Testing and Rorschach Inkblot Test by the iconic Dr. Dwarka Pershad.



### Women's Development Cell

Women Development Cell is a vibrant and incessantly active initiative of the college. It is an essay towards the empowerment of women in society and plays a vital role in addressing their issues in higher education, encouraging them to reflect upon women and gender studies and broadening the perspectives towards each gender. It also focuses on multidisciplinary perspectives of class, race, ethnicity, age, along with several other contemporary socio-political issues.

### Equal Opportunity Cell

The college is extremely sensitive to the problems faced by the differently abled, or of minority status, which stem from disabling environmental, economic and cultural barriers. To address these and other urgent issues concerning SC, ST, OBC and people

with benchmark disabilities (PwBD), the Equal Opportunity Cell was set up by the University of Delhi on June 27, 2006 & a policy draft was released ensuring a barrier free, equitable and accessible space to the PwBD, in the field of higher education. Our college has made all efforts for improvement in the overall infrastructure, and in the learning and teaching process for the differently abled academic community irrespective of visual, hearing, orthopedic or other kinds of impairments.

**Environment Club-PRAKRITI**

'PRAKRITI - Let it Grow' is the motto of the Environment Club of Keshav Mahavidyalaya. The club has always worked hard to promote the green culture - the cornerstone of Keshav Mahavidyalaya. The activities of the club attempt to impact the mindset of the students in both direct and indirect ways to appreciate and respect the environment. Recognizing the importance of environment as a holistic entity to be respected and not merely used, the club activities include planting trees, recycling waste, taking steps to control air/water pollution. It reiterates the idiom "TATTVAM ASI" (that thou art) i.e. man is a constituent of his environment. From this point of view, a herbal garden is being maintained. This helps students to learn about benefits of growing herbs in a sustainable and environmentally responsible way. The Environment Club planned to create the multi-use garden to be more than just a set of raised herbal plants. Rather it will be an open and welcoming space that encourages students to not just sow the seeds of herbs but also the seeds of togetherness and creativity.



Further, the Club plans to make the space incredibly versatile with diverse species structure. There are compost pits in the college gardens fulfilling the purpose of organic manure. In addition to this, as a part of eco-friendly practices, compost machine was also installed at college campus to ensure use of natural manure produced from kitchen and garden waste. Also, free distribution of saplings is undertaken by the garden committee to ensure the tree plantation activity during mass campaign.

**The Entrepreneurship Development Program Cell (EDPC)**

The Entrepreneurship Development Program Cell (EDPC) of Keshav Mahavidyalaya was constituted in October 2017. This Cell aims at providing a platform for encouraging the students of the college with innovative ideas towards implementation. The EDP cell of the college has organized various events in this year such as "how to do a start-up". Moreover, cell also has organised a presentation and interactive session by the eminent speakers Dr. S. Lakshmi Devi (Founder Principal of Shaheed Rajguru College of Applied Sciences) and Prof. Palhan (Founder Director of Great Lakes Institute of Management, Gurugram) for the students. The EDP Cell has a student body associated with it for initiating such events throughout the year.

**SC/ST/OBC/Minorities Scholarships**

The college is registered on NSP 2.0 portal and District portal for student scholarships. NSP 2.0 portal wing helps the students in obtaining scholarships from numerous schemes run by Government of India, Department of Higher Education. On e-district portal, the Government of NCT of Delhi runs three Scholarships namely Post Matric Scholarship (SC)-CSSS, Post Matric Scholarship (OBC)-CSSS, and Merit Scholarship for students belonging to SC/ST/OBC/Minority category students studying in professional/technical Colleges /Institutes /Universities-State scheme. For the academic year 2020-21, 29 (fresh) and 26 (renewal) applicants have benefited from the NSP 2.0 portal, whereas 09 (fresh) and 13 (renewal) applicants have benefited from the district portal.

**Fee Concession Committee**

College provides financial assistance to students hailing from economically weaker sections, either through waiving of their college fees (excluding exam fee) or in the form of books grant.

**Enactus - Student Entrepreneurship Cell**

Enactus, KMV has been working on three projects, namely, Ehsaas, Sahaytaa and Pehl. All these projects cater to creative and divergent solutions to this problem. Project Ehsaas has made significant strides in managing plastic waste produced in schools and colleges. Project Pehl has brought skill development, employment and self-reliance to the ladies of Tarun Enclave, Pitam Pura. Project Sahayta has voiced the struggles of "kumars" who are striving to make a living out of the dying art of pottery.

The society also collaborated with Chintan, an environmental NGO that works for environmental sustainability and social justice with diverse stakeholders. Enactus, Keshav Mahavidyalaya wants to battle the menace of plastic waste head on by conducting a workshop on the topic of plastic waste management to spread awareness about the issue and provide practical solutions. A plant visit was organized to factory - 'Paragon; which is based in a Noida, It is a recycling factory which makes the yarn for its t-shirts from recycled plastic. The team visited their plant in early November to get a close view of their operations. They were accompanied by the Heads of the Organization. They were told about the entire mechanism followed - from procuring the plastic bottles to creating t-shirts and other apparels from them. The initiative made by them is indeed a great one as it substantially reduces the amount of plastic in the environment. A collection drive was also organized in college premises where the students and staff were urged to donate any sort of fabric in the form of clothes, bags, shoes etc., all of which served the purpose of donation to the under privileged. As a part of Project *Sahayta*, an initiative was taken to uplift the lesser known community of potters of *Kumhar* colony residing in Uttam Nagar. Their art work and products were exhibited at the stalls in Diwali Mela of *BEL Colony* and Shivaji College.

**Nivesh - The Finance and Investment Cell**



Nivesh, is the one of the youngest cell of Keshav Mahavidyalaya, formed with the objective of enhancing financial knowledge of not only its members, but also with the entire student fraternity. It envisaged in the year 2016 and has successfully completed last academic year with meeting its objectives through various workshops, events, quiz, presentations and blog writing on technical topics. Nivesh works with the ideology of "if you know, teach it" . In the year 2019-20, the members got their articles published in online forums in the form of blogs. They conducted presentations and workshops on current financial issues impacting the backbone of Indian Financial Systems. Arthvyawastha 2020, the annual flagship event of Nivesh was successfully conducted on 3 rd February, 2020 with eminent speakers like Mr Pavan Choudhary, CEO, Vygon India and Mr Kundan Kishore, Head of Equity Research, Wealthian, on the board sharing their invaluable experiences and knowledge. The event was followed up by competitive events namely, BID Pro Quo, Switch Hit 2.0, and Share Buzz Hour with a huge enthusiastic footfall of students

across various colleges and universities. The second edition of Nivesh Express, the annual magazine of Nivesh, reflecting the achievements and contributions of its members, was released on the same date.



## Alumni Association

A strong bonding with alumni is utmost important for the growth of an institution. Keshav Mahavidyalaya is really proud of its alumni who have excelled in every walk of life. Although all the staff members are well connected with our former students, yet the college has made efforts to start Alumni Association. The faculty coordinators, Dr. Priti Sehgal and Dr. Anupama initiated the process by formation of coordination committee for organising an Alumni Meet. With the efforts of the committee consisting of alumni volunteers and student volunteers from different courses of current batches, first Alumni Reunion was organized on Dec 23, 2017. The event was attended by many alumni ranging across various batches, right from the first batch to recent batches. The event was stimulating and enjoyable.

The Inaugural session was followed by a cultural programme by our present students. Great ambience was observed everywhere with old students reliving their old memories with their teachers, batch mates, seniors and juniors. Many students from current batches were also seen interacting with their pass out seniors and learning from their experiences. First KMV Alumni Association was formalized.

## Keshav Mahavidyalaya Student Union (KMVSU)

The 25-member Keshav Mahavidyalaya Students' Union Council was officially sworn in by the Principal and Patron, Prof. Madhu Pruthi, in the presence of Student Advisory Committee, on 25th September 2019 for a tenure of one year. The Union has actively contributed in organizing various extra-curricular and co-curricular activities in the college throughout the year.

A talk show 'Convention' organized in the college on 31st October 2019 was marked by the benign presence of eminent speakers- Mr. Neeraj Bhatt, a media journalist, Mr. Ravi Kalra, founder of The Earth Saviours Foundation and Mr. Avinash Tiku, a motivational speaker at the Art of Living organization. The speakers enlightened and motivated the young students to realize their role in making of a new India.

A cultural fair, Winter Carnival was organized on 8th November 2019, where students got a chance to display their varied talents. Cultural panorama accompanied with various fun activities were organized. Talent hunt show became the attention seeker. Various stalls were set up on this day and the college campus was exquisitely decorated.

A bilingual inter-college debate competition on the topic, "Are Fundamental Duties laid down in the Indian Constitution as important as Fundamental Rights?" was organized in the college on 23rd January 2020. It provided a forum for the students to voice their views both in favour and against the motion. Enthusiastic participation by several colleges was witnessed. Winners were felicitated with exciting prizes. Audience took immense pleasure in listening to all the participants. Event was extraordinarily successful with everyone' contribution and efforts.

**North East Students Cell**

Under the aegis of EK Bharat Shrestha Bharat, North East Students Cell of the college, an interactive talk on "Wetlands, Biodiversity and Climate Change: Why should we care?" was held on 30th January 2020 to celebrate the World Wetlands Day 2020. Dr. Govind Singh, Director, Delhi Greens was invited as Keynote Speaker to deliver the talk. The North Eastern region of the India is a biodiversity hotspot and represents rich number of endemic flora and fauna. The event began with screening of a short documentary film followed by a presentation delivered by a college student. The event was organised to generate awareness on importance of wetlands amongst students and witness expert talk on wetland ecology followed by an interactive session.

# 14. Departmental Societies

**BLITZ: The Computer Society**

BLITZ (Brilliant Information Technology Zealots), the Computer Science Society of the College aims to promote a technology oriented attitude to dig deeper into the various dimensions of Computer Science.

A team of students under the guidance of teachers, from the Department of Computer Science organize various seminars, workshops and competitions, which provides a platform for the students to develop their technical and managerial skills. It also organizes an annual inter college festival by the name 'Blitzkrieg'



**BIZWORLD: The Commerce Society**

The Department of Commerce has it's society by the name of "Bizworld", which provides the students a platform to enhance their management and public speaking skills. Bizworld conducts frequent discussions on various economic and financial topics as well as on changes in the current market trends, thus helping spread financial and economic literacy among the students.



Every year Bizworld conducts an orientation programme for new students. The society also organises its annual commerce fest under the name of "Fledgling", which includes a plethora of nerve racking events, like Stock market simulations, Out of the box quizzes, and many more, which witnesses a footfall of more than 700 students from various colleges of Delhi. The society also releases its annual commerce magazine, "Genesis". This year it also organised a Webinar on the Topic: "Impact of Covid 19 on Startups and Indian Economy". The Guest Speakers for the Webinar were Mr Samyak Jain and Mr Ashutosh Kashyap. The Webinar witnessed over 75 participants, and was quite insightful.

**METAMORPHOSIS: The Student Society of the Department of Management Studies**

The BMS students' society "Metamorphosis' is a powerhouse of academic intelligence and practical application. It values the importance of giving students an opportunity to conceive, design, plan and execute their ideas through a variety of events. BMS students are highly proactive in organizing and participating in various inter-department and intra-department events round the year. The society provides a practical training ground to budding corporate managers, business leaders and entrepreneurs. The variety of events that it conducts each year includes: Cognizance (Annual Corporate Seminar cum Management Fest), C.E.O. (Annual School Outreach Programme), Reminiscence (Alumni Mentorship Interaction) and Weekly Intra Department Activities.



**MODULUS: Department of Mathematics**

Mathematics department has its own Mathematical society comprising of students which organizes Mathematical Festival 'MODULUS' every year. In last academic term for the first time, the festival was held in virtual mode. The festival challenges and inspires participants to look at Maths in new and exciting ways. Also from this year, Mathematical Society is planning to launch their annual magazine.

**ELECTRONIKA: The Electronics Society**

'Elektronica', the Electronics society of the Department of Electronics, conducts regular Workshops, Lectures/Seminars. Interaction with the industry experts and eminent scientists are conducted to nurture new ideas and technical thinking. The 'Elektronica' Society organizes departmental festival 'ELEXONIA' every year with active participation of many students from all over the university. The club for Embedded System and Robotics (CESAR) run by the department benefits the students significantly in learning as well as implementing their own innovative ideas and skills in the field of Embedded Systems and Robotics. In alliance with the CESAR, the students organize diverse workshops and technical events to develop new skills in young minds.

**COSMOS: The Physics Society**

Physics society named COSMOS organizes its annual Physics Festival 'Curiosity', which provides exposure to the students in the form of special lectures, poster presentations, debates and various competitions like quiz, puzzle.



**INPSYCH: The Psychology Society**

The Department of Psychology believes in the holistic development of the students. The students and the faculty members together strive to make this mission a reality. Besides academics, honing of skills through workshops on contemporary topics, and interactive sessions with experts is also kept in mind. This is achieved through InPsych, the Psychology Society of the Department. The focus of InPsych is to organize events that provide the students a platform to learn and explore Psychology in different ways. Alumni Meet, workshops, Department's annual fest '*Psyphoria*', Investiture Ceremony are organized annually by InPsyph.



**CONSULENZA: The Counselling and Training Cell**

Consulenza – The Counselling and Training Cell of Psychology Department, Keshav Mahavidyalaya, was initiated with the aim of providing counselling services to the students

of the college. This Cell also aims to enrich the knowledge and skills of psychology students in the field of counselling.

On 5th February, 2020, Consulenza collaborated with Children First India for a panel discussion - '*Depression: Let's Talk*', where the myths surrounding depression were reflected upon in order to understand these issues and construct better solutions.





## 15. Cultural Societies

### ADVAITAA: The Western Dance Society

The Western dance society of Keshav Mahavidyalaya was founded in year 2012-2013. The purpose of the society is to provide a platform to the students to showcase their talent.

### Nrityaang - The Indian Dance Society

It is one of the budding cultural societies of Keshav Mahavidyalaya. The society aims at providing a great learning experience and platform for the students and budding artistes by staying true to the Indian roots, and getting involved in Indian dancing. Be it, folk or classical forms of dance.

### SHADES: The Theatre Society

The college has a theatre society named 'SHADES' which gives a chance not only to actors but also to writers, directors and many others who are encouraged to bring forth their talent. It takes up social issues to the street each year and serves as home to theatre enthusiasts. The SHADES team has brought many laurels to the College.

### ANHAD: The Music Society

Anhad, the music society of Keshav Mahavidyalaya expanded its wings in 2014 and emerged as Anhad-The Band. The band has walked down its rhythmic journey of music and has won several awards with its very first title of ANTARDHVANI 2014 within a mere 3 months of its formation. The society is an assemblage of euphonious and virtuous artists. The classical choir of the society (formed in 2017-18) reflects the indigenous flavour of Indian classical music that captivates the minds of all and is applauded.

### VAGMITA DEBSOC: The Debating Society

Vagmita Debsoc, the debating society of the college is a platform for expression, and not just eloquence. To bring out the deepest thoughts, to express what is left unsaid, and to enrich the thought process, Vagmita Debsoc has worked on the growth of both the individuals as well as the society as a whole. With several wins in the conventional areas of debating, the society has also explored and aced several other unconventional forms of debating, such as turncoat and parliamentary debates.

### VAGMITA: The Poetry Society

VAGMITA, as the name suggests, is the eloquence- the art to express, to say the unsaid. Vagmita, as a poetry society, was established in the year 2012. They have successfully organized a number of poetry events in the past including an open mic as well as a featured poets event in association with Saitan Theatre group. The society has also benchmarked its existence in the Delhi circuit by an incessant number of wins.

### MANIERA: The Art Society

The Fine Arts Society of Keshav Mahavidyalaya provides a medium to students to express their creative selves with numerous activities like Rangoli making, decoration and creating the best out of waste. It's a very young society which in a short span of time bagged many positions in various events.

### ILLUMINATI: The Photography Society

The Photography Society of Keshav Mahavidyalaya started its journey in August 2014. From just a mere beginning with young photography enthusiasts to the most active members, it always aim to capture the happening moments of Keshav Mahavidyalaya.

### NAKSH - The Society of Indian Dresses and Culture

Naksh brings out the blend of culture and fashion through portrayal of societal confluences. With their walk they endeavor not just to make a statement, but a reflection. They emphasize on displaying glamour with an essence of vigor and grace.

# 16.     Cultural and Co-Curricular Activities

**Orientation Day**

An orientation day for students is organized on the first day of the academic session.



**Freshers' Welcome**

The academic session begins with a warm welcome for the newly joined first year students. The seniors hold a freshers' welcome which provides a platform for positive interaction amongst the seniors and the juniors. A strong exception is taken for any form of negative interactions like ragging. Rules pertaining to ragging are applicable as per Ordinance XV-C.



**Annual Cultural Festival**

The Annual Cultural Festival 'Tryst', held every year is a cultural panorama on the college campus. It provides a forum for students to display their varied talents and compete with students of other colleges in different cultural events.

**Annual Day**

The Annual Day is held in the college every year. On this day, the deserving students are felicitated. The College University Examination toppers, and achievers in other extracurricular activities are rewarded for their achievements with certificates and medals.



**Sports Day**

The college organizes a sports day every year which sees an enthusiastic participation by students, teaching and nonteaching faculty members in various games. Our students also participate in various National, State and Inter-college events like Shooting, Ball Badminton, KorfBall, Swimming, Table Tennis, Basketball, Netball, Athletics, Volleyball Cricket, Football, Kabbadi etc.



**Farewell**

As the journey down the lane of undergraduate life draws to a close, the juniors bid adieu to the graduating students by holding a Farewell function.

## 17.    Liaison officers and Coordinators

| | | |
|---|---|---|
| **Prof. Madhu Pruthi** | - | **Principal** |
| **Prof. Priti Sehgal** | - | **Vice-Principal** |
| Dr. Kanupriya Goswami | - | **Bursar** |
| Dr. Kanupriya Goswami | - | **Public Information Officer (PIO)** |
| Mr. Raj Kumar | - | **Assistant Public Information Officer (APIO)** |
| Dr. Vinita Jindal | - | **Online RTI, Nodal Officer** |
| Dr. Richa Sharma | - | **Secretary, Staff Council** |
| Dr. Richa Sharma | - | **NSS Program Officer** |
| Dr. Vinita Jindal | - | **Coordinator, French and German Language Courses** |
| Dr. Anjali Thukral | - | **Coordinator, Radio Broadcasting Course** |
| Ms. Meenakshi | - | **Liaison officer SC/ST** |
| Mr. Praveen Kumar | - | **Liaison officer OBC** |
| Dr. Deepak Srivastava | - | **Liaison officer PwBD** |
| Dr. Arpana Sharma | - | **Liaison officer EWS** |
| Dr. Dhanpal SIngh | - | **SC/ST/OBC/Minority Scholarships, DSP 1.0** |
| Dr. Ritu Arora | - | **SC/ST/OBC/Minority Scholarships, NSP 2.0** |
| Dr. Amanjot Sachdeva | - | **Nodal Officer For Swachh Bharat Summer Internships** |
| Dr. Dhanpal Singh | - | **Nodal Officer For AISHE / MHRD** |
| Dr. Kanupriya Goswami | - | **Nodal Officer For Gender Champions** |
| Dr. Arpana Sharma | - | **Nodal Officer For Gender Champions** |
| Mr. Mukesh | - | **Nodal Officer For Tobacco Control Program** |

## 18.    Internal College Complaints Committee (ICC)

As per Ordinance XV-D (Refer DU UG bulletin 2021-22 at du.a.in) of University of Delhi based on the policy against sexual harassment, (details on University website), a Internal College Complaints Committee (ICC) is set up for the prevention, prohibition, and redressal of sexual harassment of woman so as to create and maintain an academic environment free of sexual harassment of students and staff (teaching and non-teaching). The following members are part of ICC (2021-22: Dr.  Neha Sharma (Convener), Dr. Richa Sharma (Teacher Representative), Dr. Shalini Devi (Teacher Representative), Sh. Raj Kumar (Non-Teaching Member), Ms. Saroj (Non-Teaching Member), Ms. Priyanka Tomar (Student).

# 19.    Right To Information Act (RTI)

Procedure for seeking information under the right to information Act, 2005:

1.  An application for obtaining information under the Right to Information Act, 2005 can be addressed to the Public Information Officer.

2.  The prescribed fee for filling the application i.e. ₹10 and other fees for obtaining the information may be deposited by way of cash against proper receipt to the Cashier, Accounts department of the college or by way of bank demand draft or banker's cheque or Indian postal order payable to the Principal, Keshav Mahavidyalaya, Delhi.

3.  An appeal can be preferred before the First Appellate Authority against the decision of the Public Information Officer of the College.

4.  Proactive Disclosure/Manuals prepared under Section 4(1)(b) of the Right to Information act, 2005 are available on the website of the college http://keshav.du.ac.in

5.  RTI Cell is available in the college.

| Position | Name | Designation |
|---|---|---|
| First Appellate Authority | Prof. Madhu Pruthi | Principal |
| Public Information Officer | Dr. Kanupriya Goswami | Associate Professor, Dept. of Physics |
| Asstt. Public Information Officer | Mr. Raj Kumar | Section Officer, Admin. |
| Nodal Officer, RTI | Dr. Vinita Jindal | Assistant Professor, Dept. of Computer Science |
| Secretariat/ RTI Cell | Mr. Akhilesh Sharma | Lab Assistant, Dept. of Computer Science |

# 20. Faculty

**Department of Chemistry**
1. Dr. Mukesh Gupta (TIC)

**Department of Commerce**
1. Dr. Shalini Kumar (TIC)
2. Prof. Anju Arora
3. Prof. Pardeep Kumar
4. Prof. Padmasai Arora
5. Dr. Vipin Negi
6. Dr. Shalini Devi
7. Dr. Deepak Srivastava
8. Ms. Anita Mendiratta (*on SL*)
9. Mr. Sandeep Vodwal (*on SL*)
10. Mr. Praveen Kumar
    Ad-hoc
1. Dr. R.S. Rajpurohit
2. Mr. Hemant Yadav
3. Dr. Anjalika Solanki
4. Mr. Kunal Kumar
5. Ms. Namita Padhy
6. Ms. Prama Vishnoi
7. Ms. Monu Chauhan
8. Dr. Ruchi Goyal
9. Ms. Snehlata Rana
10. Ms. Nidhi Aggarwal
11. Mohd. Tariq Azizy
12. Ms. Shivani
13. Ms. Dimple Gupta

**Department of Computer Science**
1. Prof. Priti Sehgal
2. Dr. Anjali Thukral
3. Dr. Roli Bansal
4. Dr. Bhavna Gupta
5. Dr. Richa Sharma
6. Dr. Vinita Jindal
7. Mr. Ravi Kumar Yadav
8. Ms. Richa Garg
9. Ms. Maulein Pathak (TIC)
Ad-hoc
1. Ms. Astha Goyal
2. Ms. Nidhi Passi
3. Mr. Sumit Kumar Baberwal
4. Dr. Sumit Kumar Agarwal
5. Dr. Namita Aggarwal
6. Mr. Sudhir Kumar Gupta
7. Ms. Jyoti Kumari
8. Dr. Rakesh Kumar
9. Mr. Pradeep Kumar

10. Mr. Anand
11. Ms. Rashmeet Kaur Chawla
12. Ms. Disha Garg

**Department of Electronics**
1. Prof. Vinod Kumar Sharma
2. Dr. Neha Sharma
3. Dr. Jagneet Kaur Anand
4. Dr. Jyoti Anand (TIC)
Ad-hoc
1. Mr. Himanshu Kushwah
2. Mr. Anil Sethi
3. Dr. Jyoti Bansal
4. Mr. Prashant Kumar

**Department of English**
1. Dr. Manjari Singh IC)
Ad-hoc
1. Mohd. Rafeeque CK
2. Mr. Archit Nanda

**Department of Management Studies**
1. Dr. Amanjot Sachdeva
2. Ms. Sonu Mehta (TIC)
Ad-hoc
1. Ms. Astha Kanjlia
2. CA Kritee Manchanda
3. Dr. Nomita Sharma

**Department of Mathematics**
1. Dr. Rubina Mittal
2. Dr. Rajni Mendiratta (TIC)
3. Dr. Arpana Sharma
4. Dr. Ritu Arora
5. Dr. Ashish Bansal
6. Dr. Dhanpal Singh
Ad-hoc
1. Dr. Richie Aggarwal
2. Ms. Rajat Arora
3. Dr. Ram Chander Verma
4. Mr. Panjabi Singh
5. Dr. Subedar Ram
6. Ms. Vandana Verma
7. Dr. Ravi Kumar
8. Mr. Deepak Meena
9. Mr. Ankit Kumar

**Department of Physical Education**
1. Dr. Surender Singh (TIC)

**Department of Physics**

1. Dr. A. K. Arora (*On* Deputation)
2. Dr. V. K. Verma (TIC)
3. Dr. Kanupriya Goswami
4. Dr. Anupama
5. Dr. Vandana Arora
6. Dr. Divya Haridas
7. Dr. Jasmeet Singh
8. Ms. Meenakshi
9. *Ms. Chetna (on SL)*

Ad-hoc
1. Dr. Smita Korpal
2. Mr. Gagandeep Longiany
3. Ms. Neha Yadav
4. Ms. Kiran Yadav
5. Mr. Vicky Kapoor

**Department of Psychology**

1. Dr. Harpreet Bhatia
2. Dr. Daisy Sharma (TIC)

Ad-hoc
1. Dr. Vandana Gambhir nee Chopra
2. Dr. Pallavi Raj
3. Ms. Akanksha Mendiratta
4. Dr. Mona Ranga
5. Ms. Pinki

**Department of Environmental Studies**

Ad-hoc
1. Dr. Geetanjali Sageena

**SL: Study Leave**

**TIC: Teacher in Charge**

## 21. Non-Teaching Members

**Administration**
- Mr. Raj Kumar (SO, Admin.)
- Mr. Shiv Narain
- Mr. Kamal Gulati
- Mr. R. D. Kaushik
- Mr. Deepak Singh Saun
- Mr. Narender Pal Singh
- Mr. Rajender Kumar
- Mr. Bhairav Dutt
- Mr. Ram Sukh
- Mr. Umesh Chand
- Mr. Nirala Ram
- Mr. Sanjay Kumar Deshbandhu
- Mr. Vijay Pal Singh
- Ms. Neetu Singh
- Ms. Saroj Bala
- Mr. Ajay
- Mr. Ashok Kumar

**Accounts Section**
- Ms. Nidhi Sikri
- Mr. Aan Singh Mehra
- Mr. Ram Kumar
- Mr. Vinod Kumar

**Library**
- Dr. (Ms.) Rittu Sethi (Librarian)
- Mr. Naveen Sharma
- Mr. R. S. Mehra
- Mr. Gajender Pal
- Mr. Pawan Kumar

**Computer Science**
- Mr. Rajesh Wadhwa
- Ms. Anuradha Chadha
- Mr. Lovkesh Jairath
- Ms. Pooja Chawla
- Mr. Ritesh Gupta

**Electronics**
- Mr. Rajesh Kumar
- Mr. Ram Kumar

**Physics**
- Mr. Prem Singh
- Mr. Chander Prakash
- Mr. Arun Kumar Sharma
- Mr. Jasbir Singh

**Contractual Staff**
- Mr. P. K. Bhatia (SO, Accounts)
- Mr. Arvind Kumar
- Mr. Akhilesh Sharma
- Mr. Amit Kumar
- Mr. Suraj Kumar
- Mr. Santosh Kumar
- Mr. Chander Pal
- Mr. Rahul Kumar
- Mr. Sanjay Kumar
- Mr. Sanjay Kumar
- Mr. Hari Chand Meena
- Mr. Sangram Singh Yadav
- Mr. Surender Kumar
- Mr. Punit Thakur
- Mr. Manish
- Mr. Shakeel Ahmed
- Mr. Lovkesh
- Mr. Mohit
- Mr. Karam Veer
- Mr. Sanam Pathania
- Mr. Abhishek

**Girls Hostel Contractual Staff**
- Ms. Anju Tyagi (Warden)
- MS. Baby
- Mr. Ajay Mandal

**Annexure 1: Examples for Calculation of PCM/Best Four**

**Example 1: Theory marks less than 70% and practical marks more than 30%**

| Subjects | Theory | | Practical | | Theory | | Practical | | Theory | | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Max. Marks | Marks Obtained | Max. Marks | Marks Obtained | Max. Marks | Marks Obtained | Converted Max. Marks | Converted Marks Obtained | Converted Max. Marks | Converted Marks Obtained | Converted Max. Marks | Converted Marks Obtained |
| English | 100 | 90 | NA | NA | 100 | 90 | 100 | 90 | NA | NA | 100 | 90 |
| Physics | 60 | 50 | 40 | 40 | 100 | 90 | 70 | 58.33 | 30 | 30 | 100 | 88.33 |
| Chemistry | 60 | 52 | 40 | 39 | 100 | 91 | 70 | 60.67 | 30 | 29.25 | 100 | 89.92 |
| Mathematics | 100 | 92 | NA | NA | 100 | 92 | 100 | 92 | NA | NA | 100 | 92 |
| Physical Education | 100 | 95 | NA | NA | 100 | 95 | 100 | 95 | NA | NA | 100 | 95 |

**Best Three effective percentage is (88.33+89.92+92)/3=90.08% for admission in**

> **B.Sc. (Hons.) Physics/ / Electronics**
>
> **B.Sc. (Prog.) Physical Science with Computer Science**

**Best Four effective percentage is (90+88.33+89.92+92)/4 = 90.06% for admission in**

> **B.Sc. Mathematical Sciences**
>
> **B.Sc. (Hons.) Computer Science/ Mathematics**

**Best Four effective percentage is 88.23% for admission in**

**B.Com. (Hons.)**

- **Case I: (90+88.33+89.92+92)/4 = 90.06% - 2% = 88.06% (negative 1% for each of Physics and Chemistry)**
- Case II: (90+89.92+92+95)/4 = 91.73% – 1% - 2.5% = 88.23% (negative 1% for including Chemistry and negative 2.5% for including non-List A/B subject)

**Best Four effective percentage is 87.56% for admission in**

> **B.A. (Hons.) Psychology**

- Case I: (90+88.33+89.92+92)/4 = 90.06% - 2.5% = 87.56% (negative 2.5% for not studying relevant subject)
- Case II: (90+89.92+92+95)/4 = 91.73% – 2.5% - 2.5% = 86.73% (negative 2.5% for not studying relevant subject and inclusion of non-List A/ B subject)

**Example 2: Theory marks have an internal assessment component and component of Theory is less than 70%**

| Subjects | Theory | | | | Practical | | Total | | Theory | | Practical | | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | IA Max. Marks | IA Marks Obtained | Max. Marks | Marks Obtained | Max. Marks | Marks Obtained | Max. Marks | Marks Obtained | Converted Max. Marks | Converted Marks Obtained | Converted Max. Marks | Converted Marks Obtained | Max. Marks | Converted Marks Obtained |
| English | - | - | 100 | 90 | NA | NA | 100 | 90 | 100 | 90 | NA | NA | 100 | 90 |
| Physics | 14 | 14 | 56 | 45 | 30 | 29 | 100 | 88 | 70 | 56.25 | 30 | 29 | 100 | 85.25 |
| Chemistry | 14 | 14 | 56 | 48 | 30 | 30 | 100 | 92 | 70 | 60 | 30 | 30 | 100 | 90 |
| Mathematics | - | - | 100 | 92 | NA | NA | 100 | 92 | 100 | 92 | NA | NA | 100 | 92 |
| Biology | 14 | 14 | 56 | 51 | 30 | 30 | 100 | 95 | 70 | 63.75 | 30 | 30 | 100 | 93.75 |

A. **Best Three effective percentage is (85.25+90+92)/3 = 89.08% for admission in**

   **B.Sc. (Hons.) Physics/ Electronics**

   **B.Sc. (Prog.) Physical Science with Computer Science**

B. Best Four effective percentage is (90+90+93.75+92)/4 = 91.44% for admission in

   **B.Sc. Mathematical Sciences**

   **B.Sc. (Hons.) Mathematics**

C. Best Four effective percentage is 89.43% for admission in

   **B.Sc. (Hons.) Computer Science**

   - Case I: (90+90+85.25+92)/4 = 89.31%
   - Case II: (90+90+93.75+92)/4 = 91.43% - 2% = 89.43% (negative 2% or including Biology)

D. Best Four effective percentage is (90+90+93.75+92)/4 = 91.43% - 2% = 89.44% (negative 1% each for Biology and Chemistry) for admission in

   **B.Com. (Hons)**

E. Best Four effective percentage is (90+90+93.75+92)/4 = 91.43% - 2.5% = 88.93% (negative 2.5% for not studying relevant subject) for admission in

   **B.A. (Hons) Psychology**

**Example 3.**

|  | Theory | |
| --- | --- | --- |
| Subjects | Maximum Marks | Marks Obtained |
| English Core | 100 | 88 |
| Economics | 100 | 94 |
| Accountancy | 100 | 94 |
| Legal Studies | 100 | 92 |
| Hindi Elective | 100 | 86 |

A. Best Four effective percentage is (88+94+94+92)/4 = 92% - 2.5% = 89.5% (negative 2.5% for not studying relevant subject) for admission in
**B.A. (Hons.) Psychology**

B. Not eligible for

**B.Com. (Hons)** – Not studied Mathematics in Class XII

**B.Sc. (Hons) Computer Science/ Mathematics** – Not studied Mathematics in Class XII

**B.Sc. (Hons) Physics/ Electronics** – Not studied relevant science subjects

**B.Sc. Mathematical Science** – Not studied Mathematics in Class XII

**B.Sc. (Prog.) Physical Science with Computer Science** – Not studied relevant science subjects

**Annexure II: Ordinance XV-B: Maintenance of Discipline among students of the University**

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.

2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.

3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
   a. Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/ Department and against any student within the University of Delhi;
   b. Carrying of /or threat of use of any weapons;
   c. Any violation of the provisions of the Civil Rights Protection act, 1976;
   d. Violation of the status, dignity and honour of students, belonging to the scheduled castes and tribes;
   e. Any practice-whether verbal or otherwise derogatory of women;
   f. Any attempt at bribing or corruption in any manner;
   g. Willful destruction of institutional property;
   h. Creating ill-will or intolerance on religious or communal grounds;
   i. Causing disruption in any manner of academic functioning of the University system; Ragging as per Ordinance XV- C.

4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor may in the exercise of his/her power aforesaid:
   a. Order or direct that any student or students be expelled; or
   b. Any student or students be, for a stated period, rusticated; or
   c. Any student or students be not for a stated period admitted to a course or courses of study in a college, department or institution of the University; or
   d. Any student or students be fined a sum of rupees that may be specified; or
   e. Any student or students be debarred from taking a University or college or departmental examination or examinations for one or more years; or
   f. That the result of the student or students concerned – in the examinations in which he/she or they have appeared be cancelled.

5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads Teaching Departments in the University, the Principal, School of Correspondence Courses and

Continuing Education and Librarian shall have the authority, to exercise all such disciplinary powers over students in their respective colleges, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the institution, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. With our prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of the Halls, Deans of Faculties, Heads Teaching Departments in the University. Each student shall be expected to provide himself/herself with a copy of these rules.

7. At the time of admissions, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the acts, the Statutes, the Ordinances and the rules that have been framed there under by the University.

**Annexure III: Ordinance XV-C: Prohibition of and Punishment of Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of Delhi University system as well as on public transport.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under the Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts of practices which

   (a) Involve physical assault or threat or use of physical force;

   (b) Violate the status, dignity and honour of women students;

   (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;

   (d) Expose students to ridicule and contempt and affect their self-esteem;

   (e) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

4. The Principal of a College, the Head of Department or an institution, the authorities of College or University Hostels or Halls or Residence shall take immediate action on any information of the occurrence of ragging.

5. No withstanding anything in Clause (4) above, the Proctor may sue motto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.

6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advice the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.

9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in clause 3 (a), (b) and (c), the Vice- Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-Chancellor may in other cases of ragging order or direct that a student or students be expelled or be not for a stated period admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

11. In case where students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.

12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.

13. All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under the Ordinance and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**NOTE:**

> **"Order of the Vice-Chancellor in pursuance of ordinance XV-(c) : Where incident (s) of ragging are reported to the Vice-Chancellor by any authority under this ordinance, the student(s) involved in ragging shall be expelled for a specified term designated in the order; non-students involved in reports of ragging will be proceeded with under the Criminal Law of India, they will also be rendered ineligible for a period of 5 years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note will be given post decisional hearing, with strict adherence to the rules of natural justice."**

**Annexure IV: Performa for Income and Asset Certificate (Economically Weaker Sections)**

Government of_____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____                    Date:_____

**VALID FOR THE YEAR_____**

This is to certify that Shri / Smt./ Kumari _____
son/daughter/wife of _____ permanent resident of _____,
Village/Street _____ Post Office _____ District
_____ in the State/Union Territory _____ Pin Code _____
whose photograph is attested below belongs to Economically Weaker Sections, since the
gross annual income* of his/her "family"** is below Rs. 8 lakh (Rupees Eight Lakh only) for
the financial year_____ . His/her family does not own or possess any of the following
assets***:

    I.   5 acres of agricultural land and above;
    II.  Residential flat of 1000 sq. ft. and above;
    III. Residential plot of 100 sq. yards and above in notified municipalities;
    IV. Residential plot of 200 sq. yards and above in. areas other than the notified
         municipalities.
2. Shri/Smt./Kumari _____ belongs to the
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward
Classes (Central List).

| Recent Passport size Attested Photograph of the Applicant | Signature with seal of Office_____ Name_____ Designation_____ |

74

**Annexure V: Distribution of ECA seats (2021-22)**

| Category | Sub-Category | Number of Seats |
|---|---|---|
| Dance | Indian Classical | 02 |
| Dance | Choreography | 01 |
| Debate | Debate (Hindi) | 01 |
| Debate | Debate (English) | 01 |
| Music (Vocal: Indian) | Indian (Classical and Light) | 01 |
| Music (Instrumental: Western) | Drums | 01 |
| Music (Instrumental: Indian) | Tabla | 01 |
| NSS | NSS | 02 |
| Yoga | Yoga | 02 |
| **TOTAL ECA QUOTA (NSS) SEATS** | | **Number of Seats=12** |

## COLLEGE ROAD MAP

KESHAV MAHAVIDYALAYA

Metro Feeder buses available for the college from following Metro Stations
1. Netaji Subhash Place (NSP) (Red Line)
2. Kohat Enclave (Red Line)
3. Pitampura (Red Line)
4. Kirti Nagar (Blue Line)
5. Shakurpur Metro (Pink Line)

Google Map : (https://maps.app.goo.gl/T2THhkjEnd3ZHg667)
Bue Routes to the College:
85 Ext., 970 Ext., 442 Spl,. 951 Ltd., 289 D

### KESHAV MAHAVIDYALAYA
(University of Delhi)
Address : H-4-5 Zone, Road No. 43, Pitampura Near Sainik Vihar, Delhi -110034
Phone : 011-27018805 Telefax : 011-27018806
Email : principal@keshav.du.ac.in
College Website : keshav.du.ac.in

**For Admission related Queries: Email-id: admissions@keshav.du.ac.in**
**Contact: 011-27018805**

**Prospectus Committee:** Dr. Jyoti Anand (Convenor), Dr. Rubina Mittal, Dr. Harpreet Bhatia, Ms. Maulein Pathak