ADMISSION BRANCH
Guidelines for Colleges for
UG Merit Based Admission Process – 2020-21

1. **Step I: Login to the College portal**
    The College Principals will login to their respective portals using their registered ids and passwords. These are same as used in previous years. In addition, Multiple login IDs will be given to the colleges for departmental TICs and Convenor, College Admission Committee.

2. **Step II: Declaration of Cut-off**
    a. Formation of Admission Committees: College Admission Committee is to be formed in all Colleges. The College Principals will be declaring the cutoffs after consulting the Admission Committees. The Admission Committees of the colleges may study the trend of the data and declare reasonable cutoffs, considering all aspects. Minutes of all such meetings must be kept for records to be sent to the Admission Branch, DU after the admissions are over.
    b. The schedule to be followed for declaring the cutoffs is:

Process	Date
Admission against 1st Cut-Off	10:00 am 12th Oct (Mon)– 5:00 pm 14th Oct 2020 (Wed)
Last day of payment against 1st Cut-Off	11:59 pm 16th Oct 2020 (Fri)
Admission against 2nd Cut-Off	10:00 am 19th Oct (Mon) – 5:00 pm 21th Oct 2020 (Wed)
Last day of payment against 2nd Cut-Off	11:59 pm 23rd Oct 2020 (Fri)
Admission against 3rd Cut-Off	10:00 am 26th Oct (Mon) – 5:00 pm 28th Oct 2020 (Wed)
Last day of payment against 3rd Cut-Off	11:59 pm 30th Oct 2020 (Fri)
Admission against 4th Cut-Off	10:00 am 2nd Nov (Mon) – 5:00 pm 04th Nov 2020 (Wed)
Last day of payment against 4th Cut-Off	11:59 pm 6th Nov 2020 (Fri)
Admission against 5th Cut-Off	10:00 am 9th Nov (Mon) – 5:00 pm 11th Nov 2020 (Wed)
Last day of payment against 5th Cut-Off	11:59 pm 13th Nov 2020 (Fri)
Session Commences	18th Nov (Wed)
Admission against Special Cut-Off	10:00 am 18th Nov (Wed) – 5:00 pm 20th Nov 2020 (Fri)
Last day of payment against Special Cut-Off	11:59 pm 22nd Nov 2020 (Sun)

In case seats are still vacant, further Cut-Offs may be announced by the University to fill the same. If needed, the University may also conduct special drive in order to fill vacant seats against reserved category.

c. **Colleges to submit the cut-off to the University every Saturday by 1:00 pm** starting from 10th Oct 2020.

3. **Step III: Approval of the candidates**

Upon declaration of a Cut-Off list, the applicants will log in to their Dashboards and choose one course and one college in which they wish to claim admission.

a. Colleges would be allowed to filter the applicant list as per their cut-off list. This would help in removing the spurious list of applicants.

b. Details of the candidates will appear on the Dashboard of the college Course-wise.

c. Course in-charge/ Teacher in-charge **to verify** the minimum qualifications/eligibility, cut-off requirement and certificates uploaded by the applicants.

d. Convenor, Admission Committee to check and **Recommend/Not-Recommend** the cases for admission.

e. Principal to finally **Approve/Decline** the admission for cases recommended by the Convenor.

f. For all Declined/Pending cases, remarks will have to be made citing the reason for the same. These remarks will reflect on the Dashboard of the applicants.

g. **The list of Approved/ Declined cases to be uploaded by the college on their respective website on a daily basis.**

h. All cases within a cut-off will have to be closed before the declaration of the next cut-off.

This process is to be completed on the day of closing the admission to a respective cut-off. For example, for First Cut-off, the colleges will upload and inform the status of all approved/declined cases by 1:00pm 15th, October, for second Cut-off the approval/declined cases must be completed by 1:00pm 22nd, October, 2020 and so on.

4. **Step IV: 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.

a. The uploaded documents will be verified online by the respective colleges within 24 hours after the applicant applies.
b. In case of lack of necessary document(s)/ difficulty in reading the document(s)/ and such, the candidate to be contacted on email/phone so that the same may be provided by him/her to the college directly for quick action. Please note, in case the applicant has studied from C.B.S.E. Board and his/her marksheet is not uploaded for whatever reasons, the Colleges are requested to access the marksheet directly from the CBSE portal/Digilocker, as past practice.
c. Colleges can set up procedures for contacting such candidates. The list of such candidates to be uploaded on the College website on daily basis.
d. In case the candidate does not respond within the stipulated time, or where documents remain insufficient even after sending reminders, the admission may be Declined citing reason.
e. **No application to be left undecided. It has to be either Approved or Declined before declaring the next cutoff.**
f. The applicant to be communicated the status of the application on their dashboard.
g. Those Approved will pay the fee and receive a confirmation of their admission.

5. **Step V: Payment of fees to confirm admission**

Once the Principal of the College approves the admission, the applicant will receive a link on their Dashboard through which they will submit the college/course fees due. This fee **can be paid only through the online mode from the University of Delhi's UG portal.**

   a. The applicant will have to **pay the fee within the stipulated time after getting** approval by the Principal of the College. An **acknowledgement slip** bearing transaction ID, Credit Card/ Debit card/ Netbanking details and date of transaction will be generated as a proof for future reference. On successful payment of fees, the applicant is granted provisional admission to the said college.

   b. Payment of admission fees will confirm the provisional admission of the candidate to a course in a college. Once an applicant has paid the course fees in a particular course, his/ her name from all other courses/ colleges will be removed in that particular cut-off.

   c. The confirmed cases will also reflect on the College Dashboard.

   d. 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 not be offered to the applicant.

   e. Once the applicant has gained admission, they will have to sign an online declaration stating, "I shall abide by all the rules and regulations laid down by the University and the College."

6. **Step VI: Process for change of course/college in subsequent Cut-Offs**

   a. If, in subsequent cut-off lists, an applicant finds himself/herself eligible for admission to any other colleges/courses, s(he) can withdraw admission in the course/college s(he)had gained admission/ approval has been granted to in the previous list.

   b. **Withdrawal fee of Rs 1000.00** will be levied, and the applicant may now choose new combination of courses/ colleges, subject to eligibility and meeting the course-specific requirements.

   c. Once an applicant has withdrawn his/ her admission, he/ she cannot be re-admitted to that course in that particular college at any time. S(he) will have to undergo the admission process anew, subject to availability of seats and the applicant meeting course-specific eligibility requirements.

   d. Through a centralised process 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.

Steps I-V Will have to be followed for five Cut-offs

Admissions Under Special Cut-Offs
   a. The Special Cut-Off will be declared for only those candidates who could not/ did not take admission in the previous Cut-Offs for whatsoever reasons.
   b. Deciding the cutoff for Special Cutoff: The Special Cut-Off for a course will be the last declared cut-off of the course. That is, if a college declared 3rd Cut – Off for a particular

course and no further cut–offs were declared then after, but it was later found that some seats remained vacant after the 5th cut–off due to movement of students; the Special Cut–Off will be the one declared in the 3rd Cut–Off for that particular course.

c. The colleges will declare the number of seats left vacant in each course after the 5th Cut – Off.
d. **There will be no movement allowed during the Special Cut – Off.**
e. The applicant gives his/ her preferences of the available course (A) and available colleges (B).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 is the preference to a college, B will be dependent on A.

Additional Information

1. **Certain Suggestions**

    a. Only for the current year 2020 – 21 due to the unprecedented situation that has emerged because of COVID 2019, no additional eligibility criteria for any course, except those already mentioned in the BOI
    b. Colleges may take additional information from applicants only through online mode and no additional fees to be charged from the applicants.
    c. In case of mismatch of names in the Certificates (SC, ST, OBC and EWS) occurring due to abbreviation of names, benefit may be given to applicants if his/ her abbreviations match with the names provide in other supporting documents/ certificates. The candidate may submit an affidavit to support his/her claim.
    d. In case of any discrepancy in the submitted certificates/ documents of the applicant he/ she must be contacted for clarification.
    e. No deduction in BA (Prog.) for change in stream

2. **Regarding Certificates**

    SC/ST Certificates

    The following are empowered to issue the requisite SC/ST certificate:
    a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/ Deputy Collector/ 1st class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Com- missioner.
    b) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
    c) Revenue Officer not below the rank of Tehsildar.
    d) Sub- Divisional Officer of the area where the Applicant and/ or his family normally resides.
    e) Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

    The applicant must note that the SC/ ST Certificate **from any other person/ authority shall not be accepted in any case. If the applicant happens to belong to SC or ST, applicant's caste/ tribe must be listed in the appropriate Govt. of India Schedule.**

    The Caste Certificate should clearly state: (a) Name of his/ her caste/ tribe (b) whether applicant belongs to SC or ST (c) District and the State or Union Territory of applicant's usual place of residence, and (d) the appropriate Govt. of India Schedule under which his/ her caste/ tribe is approved as SC or ST.

    If the applicant does not have their SC or ST caste/tribe certificate at the time of registration/applying, they may upload the acknowledgement slip of the SC or ST

caste/tribe certificate application. However, at the time of admission, the applicant will have to produce the valid original SC or ST caste/tribe certificate.

OBC, Non-Creamy Layer, Central List

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 2019-2020, issued on or after 31st March, 2020.

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 2020-21.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 Appendix V of BOI.

For further details applicants can visit:
http://www.du.ac.in/du/uploads/Notifications/04042019-Notification-EWS.pdf

3. **Detailed Timeline for UG Merit Based Admission Process**

Date	Day	Process	Activity
10th Oct, 2020	Saturday		Colleges to submit Course-wise Cut-offs on the College Dashboards by 1:00pm of 10th Oct 2020.
11th Oct 2020	Sunday		Declaration of First Cut-off by University for Public Notice
12th Oct 2020-14th Oct 2020	Monday-Wednesday	First Cut-Off	Colleges to Approve/ Decline the candidates for admissions. The process shall commence from 10:00 am on 12th Oct 2020 till 5:00 pm of 14th Oct 2020. Daily status of admissions to be uploaded on the College Website.
15th Oct 2020	Thursday		All pending cases to be either Approved/Declined by 1:00pm on 15th Oct 2020.
12th Oct 2020-16th Oct 2020	Monday-Friday	Payment of Fees for First Cut-off	Students' dashboard for payment will be opened at 10:00 am on 12th Oct 2020.The payment portal for admission against 1st Cut-Off will close at 11:59 pm 16th Oct 2020.
17th Oct, 2020	Saturday		Colleges to submit Course-wise Second Cut-offs on the College Dashboards by 1:00pm of 17th Oct 2020. Final Status of admissions against First Cut-off to be uploaded on College website by 3:00pm on 17th Oct 2020
19th Oct 2020- 21st Oct 2020	Monday-Wednesday	Second cut off	Colleges to Approve/ Decline the candidates for admissions. The process shall commence from 10:00 am on 19th Oct 2020 till 5:00 pm of 21st Oct 2020. Daily status of admissions to be uploaded on the College Website.
22nd Oct 2020	Thursday		All pending cases to be either Approved/Declined by 1:00pm on 22ndOct 2020.

19th Oct 2020-23rd Oct 2020	Monday-Friday	Payment of Fees under Second cut-off	Students' dashboard for payment will be opened at 10:00 am on 19th Oct 2020.The payment portal for admission against 2nd Cut-Off will close at 11:59 pm 23rd Oct 2020
24th Oct 2020	Saturday		Colleges to submit Course-wise Third Cut-offs on the College Dashboards by1:00pm of 24th Oct 2020 Final Status of admissions against Second Cut-off to be uploaded on College website by 3:00pm on 24th Oct 2020
26th Oct 2020-28th Oct 2020	Monday – Wednesday	Third Cut-Off	Colleges to Approve/ Decline the candidates for admissions. The process shall commence from 10:00 am on 26th Oct 2020 till 5:00 pm of 28th Oct 2020. Daily status of admissions to be uploaded on the College Website.
29th Oct 2020	Thursday		All pending cases to be either Approved/Declined by 1:00pm on 29th Oct 2020.
26th Oct 2020-30th Oct 2020	Monday – Friday	Payment of Fees under Second cut-off	Students' dashboard for payment will also be opened at 10:00 am on 26th Oct 2020.The payment portal for admission against 3rd Cut-Off will close at 11:59 pm 30th Oct 2020
31st Oct 2020	Saturday		Colleges to submit Course-wise Fourth Cut-offs on the College Dashboards by 1:00pm of 31st Oct 2020 Final Status to be uploaded on College website by 3:00pm on 31st Oct 2020
2nd Nov 2020-4th Nov 2020	Monday-Wednesday	Fourth Cut-Off	Colleges to Approve/ Decline the candidates for admissions. The process shall commence from 10:00 am on 2ndNov 2020 till 5:00 pm of 4th Nov 2020. Daily status of admissions to be uploaded on the College Website.
5th Nov 2020	Thursday		All pending cases to be either Approved/Declined by 1:00pm on 5th Nov 2020.
2nd Nov 2020-6th Nov 2020	Monday-Friday	Payment of fourth cut-off	Students' dashboard for payment will be opened at 10:00 am on 2nd Nov 2020.The payment portal for admission against Fourth Cut-Off will close at 11:59 pm 6th Nov 2020
7th Nov 2020	Saturday		Colleges to submit Course-wise Fifth Cut-offs on the College Dashboards by 1:00pm of 7th Nov 2020 Final Status to be uploaded on College website by 3:00pm on 7th Nov 2020
9th Nov 2020-11th Nov 2020	Monday-Wednesday	Fifth Cut-Off	Colleges to Approve/ Decline the candidates for admissions. The process shall commence from 10:00 am on 9th Nov 2020 till 5:00 pm of 11th Nov 2020. Daily status of admissions to be uploaded on the College Website.
12th Nov 2020	Thursday		All pending cases to be either Approved/Declined by 1:00pm on 12th Nov 2020.
9th Nov 2020-13th Nov 2020	Monday-Friday		Students' dashboard for payment will be opened at 10:00 am on 9th Nov 2020.The payment portal for admission against Fifth Cut-Off will close at 11:59 pm 13th Nov 2020
14th Nov 2020	Saturday		Diwali
16th Nov 2020	Monday		Colleges to submit the number of seats vacant and last cut-off declared in the respective courses on College dashboard by 1:00pm on 16th Nov 2020
18th Nov 2020	Wednesday	Session Begins	Classes to Commence
18th Nov 2020- 20th Nov	Wednesday-Friday	Special Cut-offs	Admissions against Special Cut-offs to be done centrally on the basis if 1) Number of vacant seats, 2) (Min A + min B) where A is the preference to a course and B is the preference to a college, B will be dependent on A.
18th Nov 2020- 22nd Nov			Students' dashboard for payment will be opened at 10:00 am on 18th Nov 2020.The payment portal for admission against Special Cut-Off will close at 11:59 pm 22nd Nov 2020

4. Rules for Refund of Fee on Account of Withdrawal/Cancellation of Admission

    a. When a student applies for withdrawal of admission up to last date of admission - Full fee including examination fee after deduction of Rs 1000.00

    b. When admission is made inadvertently due to error/omission/commission on the part of the University/College - Full fee and full examination fee.

    c. 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.

    d. When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission - Full fee including examination fee after deduction of Rs1000.00

    e. 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 re- funded to his/her parents.