UNIVERSITY OF DELHI
दिल्ली विश्वविद्यालय

NOTIFICATION

The following guidelines for admission process, after the Entrance Examinations of the Postgraduate/Master's courses and eight Undergraduate courses where admission is through entrance test may be followed:

1. The Admission Process, after the Entrance Examinations of the Postgraduate (PG) and eight Undergraduate (UG), will be through online mode.

2. The information (Seats and Fee distribution) collected by College Branch and Academic Branch. It is decided to request the Departments to resolve any discrepancies between the available seats in the Departments (mentioned in the Bulletin of Information) and distribution of Seats in colleges, in consultation with the colleges.

3. The subsequent steps (after Entrance Examination) and the tentative time line of the online Admission Process, subject to the announcement of results of the Entrance Examinations by 06th July,'16 and that of the DU Final Year students by 12th July, '16.

S. No.	Steps involved in the online Admission Process	Timeline
1.	Notification of the Entrance Examination results, category-wise (UR, OBC, SC, ST), subject to the declaration of results by Exam Branch	by 6th July,2016
2.	Course-wise, Mode-wise, College-wise, Category-wise, seats update on the Portal in prescribed format, by college branch/academic branch, assisted by Exam branch. The format will be provided by Dr. Sanjeev Singh.	by 11thJuly,2016
3.	Entrance examination results to be updated on the Portal in prescribed format by the Departments/Colleges, assisted by the Exam Branch. The format will be provided by Dr. Sanjeev Singh.	by 11th July,2016

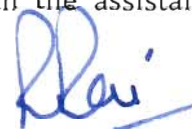| 4.	Qualifying Marks for Entrance Examination to be filled by the Departments/Colleges on the Portal.	By 11th July,2016
5.	Verification of the Entrance Examination results by the Exam Branch, which is entered on the Portal by the Departments/Colleges	by 12th July, 2016
6.	Notification of results of Delhi University's Final year Undergraduate Courses (including Ex-students' results, subject to the declaration of results by Exam Branch.	By 12th July,2016
7.	Portal will open for the Applicants for the following: A. Update Undergraduate Courses results ⬚ B. Course-wise, college preference, if any (preferences to be given for all the colleges)	12 - 14 July, 20–6
8.	a) The allotment of colleges to the applicants, wherever applicable, will be done in an automated manner, through the portal, as per the applicants' rank and college preference. b) Separate Category-wise Merit list for Direct and Entrance Mode will be made. c) An applicant's name will come only in one Merit list, either in Direct or in Entrance mode.	15-18 July,2016
9.	For Departments having interviews, weighted marks of interview and Entrance will be uploaded by the Departments / Colleges on the Portal for shortlisted applicants. [Departments having interviews scheduled on or beyond 16th July may have their admission dates extended accordingly.]	by 16th July, 2016
10.	The list of Selected candidates will be made using the Automated Allotment, wherever applicable, and will be sent to the Departments/Colleges/Faculties for the declaration of results.	18th July, 2016
11.	The Selected candidates will carry the required documents (in original), together with a copy of the application form (having information of the offered college also, if applicable) to the Faculty/Department/College to get the documents verified. The Dean/Head/Principal will approve the admission and student will then pay the admission fee through the online payment options on the Portal, as per the procedures followed in the current UG admission based on Merit.	18-20 July,2016
12.	Subsequent lists of Selected candidates may be declared to fill the vacant seats, within the prescribed time limit of the Admission process. Appropriate procedure for Cancellation, Migration, Withdrawal from College/ Department.	

4. The allotment of Seats for the PwD, CW, Sports, Foreign etc. categories will be through counseling.

5. For the students already admitted in one course and intend to seek admission to other UG course (based on entrance examination),permission of the same shall be granted on the basis of production of existing admission slip of the college, subject to the condition that the admitted student cancels earlier admission and submit the required documents (in original) within two working days.

6. Following are the major roles and responsibilities, which are expected from the concerned Dept./Branches etc. for this online Admission process
   a. Exam Branch:
      i. Providing Entrance Examination results to the Departments / Colleges
      ii. Assisting Departments in updating the Portal with the Entrance Examination results, in prescribed format
      iii. Results of the UG Final year applicants, and ex-students' results
      iv. Assisting Academic Branch and College Branch in updating category-wise seat distribution on the Portal

   b. Faculty / Department / College / Admin Office:
      i. Updating Entrance Examination results on the Portal, with the assistance from the Exam Branch
      ii. Verifying number of seats allotted to the Course and College, in accordance with the data provided by the Academic and College Branch
      iii. Updating category-wise Qualifying Marks of Entrance Examination on portal
      iv. For courses having interviews, update portal with Interview marks, in the format provided by Dr. Sanjeev
      v. Verification of the original Documents of the applicants and approval of admission, as per the procedures followed in the current UG admission based on Merit

   c. Dr. Sanjeev Singh:
      i. Overall Portal implementation for the online Admission Process, as described in point 4 above.
      ii. Provide facility on the portal to the applicants for updating their results and College preference option for various courses.

      iii. Facilitating information update from Exam Branch, Departments, Colleges, Faculties, College Branch, Academic Branch etc. on the portal.

      iv. Provide prescribed formats for various updates, as needed.

      v. Implementation of automated allotment of college preference to applicants; generation of list of final selected candidates, for first and subsequent lists; online payment of admission fee etc.

      vi. In case of special requirements of the Departments / Colleges, making provision of those requirements on the Portal

d. OSD (Admission) office:

      i. Coordination of all the above activities with the assistance from the Core committee.

Deputy Registrar (Academic)

To:

1. The Deans of Faculties of :

Arts, Applied Social Sciences & Humanities, Commerce & Business Studies, Education, Inter-Disciplinary & Applied Sciences, Law, Mathematical Sciences, Music & Fine Arts, Science, Social Sciences

2. The Heads of Departments of:

Arabic, Buddhist Studies, English, Germanic & Romance Studies, Hindi, Library & Information Science, Linguistics, Modern Indian Languages and Literary Studies, Persian, Philosophy, Psychology, Punjabi, Sanskrit, Urdu, Slavonic & Finno-Ugrian Studies, Commerce, Genetics, Bio-Chemistry, Plant Molecular Biology, Electronics Science, Microbiology, Physical Education & Sports Sciences, Informatics, Computer Science, Mathematics, Operational Research, Statistics, Music, Anthropology, Botany, Physics, Chemistry, Geology, Zoology, Environmental Studies, Adult Continuing Education & Extension, Political Science, History, Economics, Sociology, Geography, Social Work, East Asian Studies

3. The Principals of Colleges of :

Indraprastha College for Women, Shaheed Sukhdev College of Business Studies, Indira Gandhi Institute of Physical Education & Sports Sciences

4. The Professor –In-Charge of: Campus Law Centre, Law Centre-I, Law Centre-II

5. The Director: ACBR, NCWEB, Home Science, CIC

6. The Executive Director, SOL

7. The Coordinator, Cluster Innovation Centre

8. The Dy. Registrar-SDC/ A.R (General-SDC)

Copy to:
1. The Dean, Student's Welfare, the Dean (Examinations), University of Delhi, Delhi-110007.
2. The Dy. Dean Legal Affairs, The Deputy Dean (University Information Centre)
3. Dr. Sanjeev Singh, Associate Professor, Cluster Innovation Centre, University of Delhi, Delhi-110007.
4. Dr. Kirti Ranjan, Department of Physics & Astrophysics, University of Delhi, Delhi-07.
5. The Joint Registrar (VCO)
6. The Assistant Registrar (RO)/Education
7. The P.S. to VC/PVC/DC/DSC/Director-COL/Registrar
8. The Section Officer (Faculty of Sciences)

Deputy Registrar (Academic)