



# UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

**OUT TODAY/BY HAND**

No. Aca.I086/UG/Adm.-Procedure-Schedule /2015-16/48-9  
May 20, 2015

## **NOTIFICATION**

**Sub: Guidelines and Schedule of admission to various under-graduate courses for the academic session 2015-2016.**

The following guidelines and Schedule of admission to various undergraduate courses in regular colleges for the academic session 2015-2016 shall be followed by all concerned:

1. Candidates interested in seeking admission to the undergraduate courses in the University are required to fill the common pre-admission form either online or offline for all categories (General/OBC/SC/ST/PwD). This is mandatory for all candidates. There will be no pre-admission form at the college level.
2. The candidates are allowed to fill only one common pre-admission form either online or offline.
3. The college is free to publish its prospectus which may provide information regarding the college, the courses offered and the number of seats in each course, fee structure, Sports, Extra Curricular Activities etc. No forms of any nature, pre-admission as well as admission, shall be included in the prospectus or sold/provided with the prospectus or otherwise before the announcement of cut-off lists.
4. There shall be no 'Additional Eligibility Criterion' for any category in any college/course.
5. The colleges who wish to give specific advantage to girl students (upto 3% only) in any course must inform the office of Dean Students' Welfare along with the data of last two years for justification of the same. This relaxation shall be included in the Undergraduate Information Bulletin, uploaded on the University website. The Colleges are also required to display this information on their website as well. The colleges are not permitted to change this criterion at any stage during the entire admission process.

Contd. P/2



# UNIVERSITY OF DELHI

## दिल्ली विश्वविद्यालय

2

6. The colleges shall convey the cut-off marks for the various courses (for the General/OBC/SC/ST/PWD categories) to the Office of Registrar, as per the schedule announced by the University. The college shall determine the cut-off marks prudently on the basis of the past experience and the class XII results of the School Boards. The office of Dean Students' Welfare shall make available the information regarding the results of various School Boards (whichever are available) to the colleges.
7. The University on receiving the cut-off marks from the various colleges will collate the data in the office of Registrar and notify the same through print and electronic media as per schedule. The cut-offs will also be displayed on the University Web-site (<http://du.ac.in>), college website and college notice board.
8. The colleges shall admit all the candidates who have percentage that meet the announced cut-off criteria. No first-come-first served policy is permitted.
9. After declaration of the cut off lists by the University, the candidate will need to report to the college of his/her choice for admission within the stipulated period. At this stage, the candidate would be required to fill the college admission form and the University enrolment form. The candidate would then get his/her documents verified, submit the same to the college and pay the admission fees.
10. (a) The candidates who could not take admission in a cut-off list could be considered for admission in the immediate next list only on the last date of admission provided seats are available in the college/course.  
(b) For Boards, like IB, whose results are declared late, candidates may be considered in whichever cut-off list their results are declared subject to availability of seats, provided the candidate had completed pre-registration process.
11. The colleges shall retain the certificates of the candidate during the admission process and shall promptly return the documents in case, he/she cancels his admission or has to appear in counseling of any other university/ institute or in order to move to another college on declaration of a subsequent cut off lists.
12. No student will be allowed to take admission in two courses/colleges simultaneously. In case, a candidate is found admitted in two courses/colleges simultaneously, the admission in all courses/colleges will be cancelled.

Contd. P/3



# UNIVERSITY OF DELHI

## दिल्ली विश्वविद्यालय

-3-

13. The colleges shall follow the University guidelines with respect to gap year policy: Gap year(s) would be no bar for purposes of admission to the undergraduate courses.
14. The University will organize open days in order to disseminate information on various admission related aspects and also to answer any queries that the students may have. The colleges are free to organize open days at their end and to set up help lines and web based assistance.
15. For admission under the reserved categories of Children/Widows of eligible Armed Forces Personnel/Kashmiri Migrants, the admission process shall continue to be centralized and conducted at the University level by the office of Joint Registrar (Academic). The schedule of registration/admission for admission under these categories shall be notified on the University's Website [www.du.ac.in](http://www.du.ac.in).
16. All those candidates who are covered under any of the categories of reservation for children of Armed Forces Personnel/Kashmiri Migrants must register separately online/ offline if they wish to be considered for any other category (Gen./OBC/SC/ST/PwD).
17. For courses where admissions are done through entrance examinations, separate procedures shall apply.
18. The procedure for calculation of Best of Four percentage (wherein admission is done on the basis of Best of Four) is outlined in **Annexure-I**.
19. (a) For admission under the Sports and ECA (Extra Curricular Activities) categories, the colleges may use their own Sports/ECA application forms. These application forms shall be made available by the concerned college. The admission to these categories shall be on the basis of guidelines issued by the University. The guidelines for admission on the basis of sports are outlined in **Annexure-II**.

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संयुक्त कुलसचिव / Joint Registrar  
(शैक्षिक) / (Academic)  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007



# UNIVERSITY OF DELHI

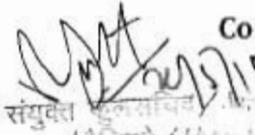
## दिल्ली विश्वविद्यालय

-4-

- (b) For admission under ECA (Extra Curricular Activities) category the following composition of the College Admission Committee has been approved which will be responsible for selections under ECA in the colleges:
- (i) *Principal (Chairperson)*
  - (ii) *Culture Committee Incharge (Convenor)*
  - (iii) *One teacher nominated by Staff Council*
  - (iv) *At least two experts from*
    - a. *National School of Drama*
    - b. *Sri Ram Centre for Performing Arts*
    - c. *Faculty of Music & Fine Arts*
    - d. *Indian Council for Cultural Relations*
    - e. *College of Art*
    - f. *Sangeet Natak Academy*
    - g. *Sahitya Kala Parishad*
    - h. *All India Radio/ Doordarshan ('A' Grade Artists)*
    - i. *Experts from university fraternity in areas of their expertise*

The colleges are advised to videograph the events and maintain records. Other guidelines remain unchanged.

20. The University shall set up Special Admission Assistance Teams and Monitoring Committees which will visit colleges throughout the admission process for extending assistance to students and monitoring the entire admission process.
21. The colleges are required to constitute their own College/Deptt. Grievance Committees consisting of at least three teachers. The Members of the Grievance Committee so nominated should also be available in the College throughout the admission process. The details of the Grievance Committee members including their contact numbers (Mobile No.) should be put on the College Website and on college Notice Board.
22. The data of all candidates who are admitted in colleges must be made available on regular basis on college website immediately. The same may be compiled and sent to the University for information within a week of last date of admission.
23. Last date of admission for undergraduate courses will be 14 August 2015.
24. The Special Scholarship Scheme of the Government of India for creation of 2 supernumerary seats for the students of Jammu & Kashmir shall be implemented for all regular three year undergraduate courses. Admission under this Scheme shall be made directly by the colleges concerned on the basis of the Provisional Admission Slips issued by the All India Council of Technical Education (AICTE) subject to verification of the required documents.
25. The University reserves the right to initiate changes in the courses of study of the undergraduate courses.

**Contd. P/5**  
  
संयुक्त कुलसचिव, (अतिरिक्त) / Registrar  
(अतिरिक्त) / (Acad. Off.)  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007



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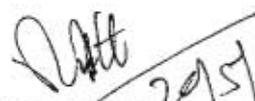
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### 26. SCHEDULE OF ADMISSION

Activity	Date	Time
Online Registration	Thursday, 28 May, 2015 to Monday, 15 June, 2015	
Issue & Receipt of Registration Forms at the Registration centers	Friday, 5 June to Monday, 15 June, 2015	9.30 AM to 3 PM excluding Sundays
Notification of First admission list by colleges for registration of students	Thursday, 25 June, 2015	9 AM
Admission and Payment of Fees	Thursday, 25 June to Saturday, 27 June, 2015	Upto 1 PM*
Notification of Second Admission List by the Colleges	Tuesday, 30 June, 2015	9 AM
Admission and payment of Fees	Tuesday, 30 June to Thursday, 2 July, 2015	Upto 1 PM*
Notification of Third Admission List by the Colleges	Saturday, 4 July, 2015	9 AM
Admission and Payment of Fees	Saturday, 4 July to Tuesday, 7 July, 2015	Upto 1 PM*
Notification of Fourth Admission List by the Colleges (if any)	Thursday, 9 July, 2015	9 AM
Admission and Payment of Fees	Thursday, 9 July to Saturday, 11 July, 2015	Upto 1 PM*
Notification of Fifth Admission List by the Colleges (if any)	Tuesday, 14 July, 2015	9 AM
Admission and Payment of Fees	Tuesday, 14 July to Thursday, 16 July, 2015	Upto 1 PM*
Notification of Sixth Admission List by the Colleges (if any)	Monday, 20 July, 2015	9 AM
Admission and Payment of Fees	Monday, 20 July, 2015 to Wednesday, 22 July, 2015	Upto 1 PM*
Notification of Seventh Admission List by the Colleges (if any)	Friday, 24 July, 2015	9 AM
Admission and Payment of Fees	Friday, 24 July, 2015 to Monday, 27 July, 2015	Upto 1 PM*

\*For Evening Colleges, Timing for depositing fee: 4:00 PM to 7:00 PM

Further lists and conversions of OBC seats, if required, will be notified later along with last date of admission.

  
(Ram Dutt) 29/5/15  
Joint Registrar (Academic)



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Copy for information and necessary action to:

1. The Dean, Students' Welfare/Dean (Examinations)/Dean (Academic Activities)
2. Deans of all Faculties
3. The Head of Deptt. of Hindi, Germanic & Romance Studies, Music
4. Joint Dean Students' Welfare-SDC/Joint Dean, Information Centre
5. Principals of all Colleges
6. The Joint Registrar (SDC)/VCO
7. The P.S. to PVC/DC/DSC/COL
8. The Assistant Registrar (Registrar's Office)
9. The Director, DUCC with a request to arrange uploading of the notification on the University's Website.

*Sumay 20/5/15*  
Section Officer (Academic Br.-I)  
*[Signature]*

### Annexure I

#### **I. Procedure for calculation of 'Best of Four' subjects percentage for Honours Courses (For admission to Arts/Humanities Courses):**

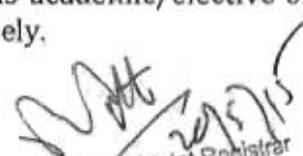
- a. One Language (Core/Elective/Functional)
- b. The subject in which admission is sought (If a candidate does not include the concerned subject whether studied or not in Best of Four in which he/she is seeking admission in the honours course, then a disadvantage of 2.5% may be imposed on the calculated Best of Four percentage).
- c. Any two other academic/elective subjects as per **List A**. (If a candidate doesn't include the subjects given in List A in Best of Four, then a disadvantage of 2.5% in Best of Four for each subject may be imposed).

#### **List A**

The following Discipline subjects offered by the University of Delhi for admission to undergraduate courses must be treated as Academic/Elective subjects for the purpose of undergraduate admissions. All other subjects offered by different boards may be treated as non-elective. All the Discipline subjects must have at least a 70% component of theory exams (theory exam does not include internal assessment/continuous evaluation etc.) in the qualifying exam for the purpose of being treated as academic/elective subject.

Physics	English	Italian	Punjabi
Arabic	French	Mathematics	Sanskrit
Bengali	Geography	Music#	Sociology
Botany	Geology	Persian	Spanish
Chemistry	German	Philosophy	Statistics
Commerce*	Hindi	Physical Education#	Urdu
Computer Science	History	Political Science	Zoology
Economics	Home Science	Psychology	

1. \*Accountancy will be treated as equivalent to Commerce wherever any board is not offering commerce as a subject.
2. Biology/Biotechnology and Business Studies will be treated as academic/elective subjects.
3. #Music, and #Physical Education will be treated as academic/elective only for Honours in Music and Physical Education, respectively.

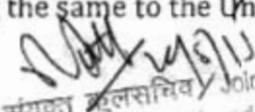
  
संयुक्त कुलसचिव / Joint Registrar  
(शैक्षिक) / (Academic)  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007

4. In case a candidate has studied both elective and core in any languages, then core language will be treated as language, while elective language can be considered as academic/elective subject.
5. Admission to B.A.(Hons) Hindi Patrakarita and B.A(Hons) Journalism will be based on 'Best of Four' percentage as in B.A(Hons.) Hindi and B.A.(Hons) English, respectively.
6. Admission to B.A.(Hons) Applied Psychology will be based on 'Best of Four' percentage as in B.A(Hons.) Psychology.
7. Admission to B.A.(Hons.) Social Work will be based on 'Best of Four' percentage including one language and three academic/elective subjects as per list A.
8. The subject 'Informatics Practices' will be equivalent to Computer Science for admission to B.Sc.(Hons.) Computer Science only.
9. The candidates must have studied and passed Mathematics at the qualifying exam for admission to Honours in Economics and Commerce.
10. (a) For admission to Honours in any language course, advantage of 2% in the Best of Four percentage may be given to those candidates who have studied the elective language.  
(b) In case, a candidate has not studied the language at qualifying exam and is seeking admission to Honours in that language, he/she may be given a disadvantage of 5% in Best of Four percentage.  
(c) For admission to Honours in English and Hindi, the candidate must have studied and passed the respective language in the qualifying exam and has to be included for calculation of Best of Four percentage.
11. University may define any other relevant subjects as academic/elective for a particular Honours course.

**II. Procedure for calculation of 'Best of Four' subjects percentage for B.A (Prog.) /B.Com(Prog.):**

- a. One Language (Core/Elective/Functional)
- b. Any three elective subjects can be chosen. A disadvantage of upto 5%\* on Best of Four percentage may be imposed if there is a change of stream.
- c. For admission to B.A.(Vocational) only, related vocational subjects may be treated at par with academic/elective subjects.
- d. If a candidate opts for MIL (Except Hindi) as a subject, an advantage of up to 10% may be given in Best of Four in those colleges where MIL is offered as a subject.

\* The college will have to notify the actual deduction upto 5% before hand by uploading on their website and intimating the same to the University.

  
संयुक्त कुलसचिव / Joint Registrar  
(शैक्षिक) / (Academic)  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007

### Admission to Science Courses

The Basis of Selection for Mathematical Sciences/Science/Home Science courses remains unchanged. However the subjects to be included for Basis of Selection (PCM/PCB/PCMB) must have at least 70% component of theory exams (theory exam does not include internal assessment/continuous evaluation etc.) in the qualifying exam otherwise a disadvantage of 10% of the maximum marks may be levied on each such subject.

  
संयुक्त कुलसचिव / Joint Registrar  
(शैक्षिक) / (Academic)  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007

**GUIDELINES FOR ADMISSION ON THE BASIS OF SPORTS IN  
UNDER-GRADUATE COURSES 2015**

The Colleges have to notify number of seats under Sports Quota (supernumerary) and requirement of sportspersons in different Sports/Games along with the respective position / event on their College Website and Notice board well in advance i.e. before the Pre-registration schedule of under-graduate courses is announced by the University.

**I. Super Category: Direct Admission without Sports Trials**

**Sportspersons who have participated / represented the country in the following Competition(s):**

- Olympic Games by International Olympic Committee
- World Championships under International Sports Federations (IOA and / or MYAS recognized / affiliated Games)
- Asian Games by Olympic Council of Asia
- Asian Championships under International Sports Federations (IOA and / or MYAS recognized / affiliated Games)
- Commonwealth Games, S.A.F. Games and Afro-Asian Games (IOA and / or MYAS recognized / affiliated Games)
- Paralympic Games (IOC/IOA and / or MYAS recognized / affiliated Games)

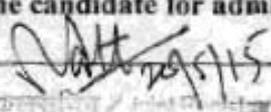
**II. Admission with Sports Trials**

- Maximum 50 Marks are for Sports Certificates (chart enclosed)
- It is essential for the candidate to qualify any one of the following Fitness Test items for consideration of admission in Archery, Chess and Shooting, and any two of the following Fitness Test items for consideration of admission in other Games/Sports as per the standards laid down by the University.

1	<b>Strength</b>	<b>Standing Broad Jump</b> 1.65 mtrs. for Men 1.15 mtrs. for Women	<b>Three attempts allowed</b>
2	<b>Endurance</b>	<b>1000 mtrs. Run / Walk</b> 5.00 min. for Men 6.00 min. for Women	<b>One attempt allowed</b>
3	<b>Speed</b>	<b>50 mtrs. Dash</b> 8.00 sec. for Men 9.00 sec. for Women	<b>One attempt allowed</b>

- The Fitness Test will be conducted by the Committee constituted by Delhi University Sports Council in the University Pologround and the result of Fitness Test will be notified on the D.U.Website (www.du.ac.in) under web link Delhi University Sports Council and Delhi University Sports Council Notice board as well.
- The date and time of Fitness Test will be notified by the University alongwith the under-graduate admission schedule.
- The Delhi University Sports Council shall video-graph the Fitness Test.

**Fitness Test is the qualifying test for subsequent process of marking of Sports Certificates and Sports Trials and does not entitle the candidate for admission on the basis of Sports.**

  
 1 संयुक्त कक्षाधिकारी / अध्यापक (विद्यार्थी)/IA/अधीक्षक  
 दिल्ली विश्वविद्यालय / The University of Delhi  
 दिल्ली-110007 / Delhi-110007

**C. The Colleges will conduct and video-graph the Sports Trials.**

**D. Maximum 50 Marks are for Sports Trials which include skill test, game performance test, game specific fitness, fundamentals of the game / sport etc.**

- i. Minimum 18 marks are required to be obtained by the candidate in the Sports Trials for admission on the basis of Sports.
- ii. Evaluation and Marking shall be done by the technical hands of Sports Admission Committee.

**E. Composition of the Sports Admission Committee:**

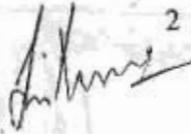
The following Committee will finalize the admission on basis of Sports in each College:

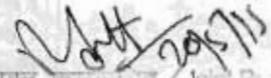
- i. Chairperson: Principal
- ii. Convenor: Teacher in-charge, Deptt. of Physical Education.
- iii. Physical Education Teacher(s) as Member(s).
- iv. One Expert nominated by the Chairperson (Principal) from the confidential list sent by the Delhi University Sports Council.
- v. One Faculty Member nominated by the Staff Council of the College.
- vi. One Nominee of the Delhi University Sports Council.
- vii. One Nominee of the Vice Chancellor(as Observer),

The Committee can co-opt one/two regular bonafide sports student/s (M/W) for assistance.

**Note:**

1. The allotment of course/subject to the qualified candidates shall conform the University regulations and will be the sole responsibility of the College.
2. The list of finally selected candidates containing marks of the Sports Trials and Sports Certificates alongwith course/subject allotted shall be displayed before admitting on the College Website and Notice board for three days to take cognizance of the grievances, if any.
3. Candidate having grievances should apply to Grievance Committee of the College. Every College shall have its own Grievance Committee, the information about which shall be displayed on the Notice Board of the College. If necessary, the candidate may apply to the Grievance Committee of the North or South Campus subsequently. There will be two Admission Grievance Committees one for the North Campus located in the Dean Students' Welfare Office and another for the South Campus located in the Joint/ Deputy Dean, Students' Welfare Office at South Campus..
4. An Undertaking on Judicial Stamp paper of Rs. 100/- shall be submitted by the selected sportspersons at the time of admission stating that he/she will play for the College and University, all the years, during his/her under-graduate course of Study.

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संयुक्त कलेज (सामाजिक) / ACDA  
दिल्ली विश्वविद्यालय / Under-graduate / Joint  
दिल्ली-110007 / Dami-110007

**DELHI UNIVERSITY SPORTS COUNCIL  
UNIVERSITY OF DELHI**

**CERTIFICATE MARKING CRITERIA OUT OF MAXIMUM 50 MARKS**

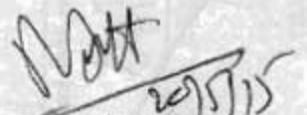
Category	Competition / Tournament level	Certificate from	Certificate Marking Criteria 50 Marks (maximum)				Participation	Only for illustration	Progression of Scores for 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> participation
			Position						
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	participation			
A	Representation at International level in Individual Event/Team Events in any competition approved by Ministry of Sports/Sports Federations	Ministry of Youth Affairs & Sports/National Federation/Board of concerned game/s	48	45	44	40	All 3 Years Only 2 Years	2 pts. 1 pt.	50,49,48 48,47,46 46,45,44 42,41,40
B	Position and participation in Individual Event/Team Events in Senior/Junior National/National Games/Federation Cup Championship / Other tournaments at the National level recognized by various federations. National School Games under 19	National Federation / Board of concerned game/s S.G.F.I	40	38	36	32	All 3 Years Only 2 Years	2 pts. 1 pt.	42,41,40 40,39,38 38,37,36 34,33,32
C	Position and participation in Individual /Team Events in National School Games under 17 / Women Sports Festival	National School Games Federation / Directorate of Education of the Concerned State / MYAS / SAI	32	30	28	24	All 3 Years Only 2 Years	2 pts. 1 pt.	34,33,32 32,31,30 30,29,28 26,25,24
D	Position and participation in Individual /Team event/s in the All India Rural Sports / CBSE Nationals	Concerned State Boards / MYAS / SAI	24	22	20	16	All 3 Years Only 2 Years	2 pts. 1 pt.	26,25,24 24,23,22 22,21,20 18,17,16
E	Position and participation in ICSE / KVS / IPSC National / Inter Zonal championship / B division league / State championship / Inter District Tournament / All India Public School National / Vidhya Bharti / YMCA National Tournaments	All the State Boards, Director of Education and State Associations	16	14	12	8	All 3 Years Only 2 Years	2 pts. 1 pt.	18,17,16 16,15,14 14,13,12 10,9,8
F	Position and participation in Zonal level / CBSE Zonal / Sainik Schools/K.V.S. Regionals / Inter Block Rural Sports/ Other School Board Regional's, organized school tournament at National Level only (eg Inter D.A.V National / Inter D.P.S/G.H.P.S)	Organized by the School Management Committee / Dy. Director of Education of the concerned District and the CBSE Officer / Supervisor / Sports Authority of India	8	6	4	Not Eligible	All 3 Years Only 2 Years	2 pts. 1 pt.	10,9,8 8,7,6 6,5,4
Note	<ul style="list-style-type: none"> <li>In addition to the above, if the candidate has played in the above mentioned tournaments for two years, then he/she gets 1 additional point and if the candidate has played for three years, then he/she gets 2 additional points.</li> <li>Only last three years certificate will be considered for admission on the basis of Sports.</li> <li>Candidate should submit self-attested copies of certificates.</li> </ul>								

रिजिस्ट्रार जनरल / रजिस्ट्रार  
(विद्यार्थी) / (क्रीडा)  
विश्वविद्यालय / दिल्ली विश्वविद्यालय  
दिल्ली-110007 / दिल्ली-110007

*(Handwritten Signature)*

5. The details of admission on the basis of Sports by the College shall be notified well in advance i.e. before the Pre-registration schedule of under-graduate courses announced by the University on the College Website and shall also be put up on their respective Notice Boards along with the requirement of sportspersons in different Games / Sports with the respective positions / events.
6. The Sports Admission Committee shall:
  - a. screen / evaluate the Applications / Forms submitted by the candidates
  - b. ensure the candidates has qualified Fitness Test conducted by the Delhi University Sports Council
  - c. marking Sports Certificates of candidate as per the enclosed chart and
  - d. conduct Sports Trials.
7. The candidate should submit a self attested copy of the certificates along with Application/ Form.
8. The candidate submitting false / fake certificate will be debarred from admission to any course in any College for three years. If he / she is admitted on false/fake certificates, his/her admission will be cancelled and such cases will be notified to all the Colleges.
9. The level of Competency of the candidate in the Sports will be determined only for those who have achieved distinction in Sports during the last three years in the Sports / Games recognized by AIU and IOA. Preference will be given to Sports / Games in which **Delhi University Inter-College and Inter-University Competitions / Tournaments** are held.
10. The College shall maintain proper record of the candidates admitted under this Category.
11. The candidate as per his/her age must be eligible to participate in Inter-University Competitions/Tournaments for the next three years and should not be employed Part-time / Full time anywhere.

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संयुक्त कुलसचिव / Joint Registrar  
(दिल्ली) / (Delhi)  
दिल्ली विश्वविद्यालय / Delhi University  
दिल्ली-110007 / Delhi-110007