

Imporatnt Instructions for Admission process for Academic year, 2019-20

1. All the registered applicants must update the information regarding qualifying examination on the PG Admission Portal (Open for updating marks till 5 pm on July 21, 2019) by logging on to their dash board using their registered email id and passwords. This is mandatory for candidates seeking PG Admission in Merit/ Entrance / Both mode. The applicants are advised to keep checking the PG Admission Portal for updates related to Admission Procedure.
2. For the **MERIT BASED** mode, the applicants shall be considered in the **Admission List** only if their Qualifying Examination results are updated on the PG Admission Portal failing which they will not be considered for admission.
3. For the **ENTRANCE TEST BASED** mode, even if the applicants' Qualifying Examination results are still awaited (even after portal re-opening) they will be considered in the **Admission List**.
4. The **formula for conversion of CGPA into percentage** for the undergraduate courses of the University of Delhi under the Choice Based Credit System is:
Final Percentage of marks (%) = CGPA based on all six semesters x 9.5¹
In case of CGPA, the final calculated percentage will not be rounded off and will be Considered only up to 2 decimal places.
5. **Admission Lists** (category wise) of the selected candidates will be uploaded on the University / Departments' website, as per the given schedule.
6. Both **MERIT** and **ENTRANCE TEST BASED** lists (wherever applicable) will be announced together.
7. In the Admission Lists allocation is done on basis of **MERIT-CUM-PREFERENCE / RANK-CUM-PREFERENCE** and the **availability of seats** in the respective Departments / Colleges.
8. It is further to be noted that a candidate's name in the Admission List alone does not mean that he / she is admitted. A selected candidate is required to appear for document verification and to pay **online Admission Fee** within prescribed deadline.
9. The selected candidates will **login** to the PG Admission Portals, download the **Admission Form**, and take the print out.
10. The information of the designated **Reporting Centre** (Faculty / Department / Centre / Colleges), where the selected candidates will first report, and **Place of Admission** (Department / Centre / College), where the applicant will be admitted, will be given on the **Admission Form**.
11. The candidates will first report at the designated **Reporting Centre**, along with his / her Admission Form and required documents (original and two sets of photocopies) mentioned in the list, for verification of eligibility.
12. Only those candidates of a given Admission List who report at the designated Reporting Centre within prescribed deadline will be considered for admission.
13. A selected candidate will be considered for admission on the basis of following criteria:
 - a) Those who report at the designated **Reporting Centre** with all the required documents will be marked **VERIFIED** on their Admission Form, and will be sent to the **Place of Admission** (Department / Centre / College mentioned in the Admission Form) for the submission of original documents.
 - i) The Nodal Officer at the **Place of Admission** will mark such candidates **APPROVED** on the Aadmission Portal, after which they would make payment of Admission Fee.

¹ This is as per **notification** from the **Examination Branch (Ref. No. Dean (Exams) / 2017 / 9126)**.

- ii) The Admission Procedure will be considered complete only after **online payment** of Admission Fee, within prescribed deadline.
- b) Those who report to the designated Reporting Centre within the given deadline, and meet all other requirements except the Qualifying Examination Marks sheet will be marked **REPORTED** on their Admission Form and the Nodal Officer at the Reporting Centre will update the same on the Admission Portal, after which their seat will be locked till two days before the last day of admission announced by the competent authority of Delhi University. In case, the candidates fail to produce their remaining documents within the given deadline, the seats will go to the next candidates in the list.
14. The applicants **who do not report**, for whatever reasons, to the designated **Reporting Centre** within prescribed deadline for a given Admission List shall **NOT** be considered for Admission in any subsequent lists.
15. **The Department / College will not retain certificates of admitted candidates.**
16. **In the case of tie in the Entrance Test marks, tie-breakers in the following order of preference will be applied:**
- Candidates with higher percentage in Qualifying Examination² as mentioned in the eligibility criteria, will be given preference.
 - Candidates with higher percentage in the final year of bachelor degree will be given preference, then preceding year and so on.
 - Candidates having higher aggregate marks (five subjects including one language) in class XII Board examination will be given preference.
 - Date of Birth, whosoever is older.
17. **The same tie-breaking criteria, in the aforementioned clause, will be applied in MERIT BASED admission also.**

Help Desk Information

For any general queries related to Online Registration Procedure, applicant may contact

For all Applicants / Candidates	For PwD Applicants / Candidates Only
Dean Students' Welfare Office, Room No. 5, Conference Centre, Near Gate No. 4, North Campus, University of Delhi, Delhi — 110007 Phone: +91-11-27667092; +91-11-27006900	Equal Opportunity Cell, Tutorial Building, Faculty of Arts, Near Central Library, North Campus, University of Delhi, Delhi — 110007 Phone: +91-11-27662602
Dealing Time: 10:00 a.m. - 5: 00 p.m. (Monday to Friday)	
For Fee Payment related grievances kindly contact the dedicated Eazypay PG Helpline Nos – +91-7428877012 and +91-8929638874 from 9.30 AM to 6.15 PM during the registration process from Monday to Saturday except second and fourth of the month and 9.30 AM to 9.30 PM during the admission process from Monday to Saturday except second and fourth of the month or send an email about the issue at: pandey.rahul@icicibank.com	

² Graduate/Post Graduate Degree from the University of Delhi or any other Indian or Foreign University, recognized as equivalent by the University of Delhi.

General Guidelines

- The Admission List for the Unreserved (UR) Category seats will comprise all the applicants in order of merit, and admission to UR Category seats will be strictly as per the merit without excluding EWS / OBC (Non-Creamy Layer) / SC / ST / PwD / CW applicants. In other words, it will also include EWS / OBC (Non-Creamy Layer) / SC / ST / PwD / CW applicants, if they meet the criterion of merit for the UR Category. Any applicant will not be excluded from the UR Category Merit List just because he / she belongs to or has applied under any of the aforementioned categories.
- If a candidate seeking admission in Entrance Test mode does not possess Qualifying Examination Marks sheet at the time of document verification he / she will be considered as a REPORTED candidate and will be allowed to submit the same (Qualifying Examination Marks sheet) till two days before the last day of admission, failing which his / her candidature will stand cancelled, and the seat will go to the next candidate in the Merit List.
- If a candidate seeking admission in Entrance Test mode does not possess his / her Migration Certificates (if required) at the time of document verification, he / she may be admitted PROVISIONALLY with the undertaking that he / she will submit the same (Migration Certificate) by a given deadline, failing which his / her admission will stand cancelled.
- In Merit Based mode of admission, if a candidate's Qualifying Examination result is declared / updated while the admission process is already underway, he / she would be considered for admission on remaining seats, provided his / her marks fall within the range of ongoing / forthcoming Admission List.
- To avail the benefit of reservation / relaxation, a candidate must submit a valid certificate (issued by a competent authority) to the Department / College and the Department / College shall verify the same with the respective issuing authority.
- As per A.C. Resolution 40 dated 24 / 04 / 1997 of University of Delhi, no student of the University is permitted to pursue two degree courses simultaneously either from the University of Delhi or from other university. However, he / she would pursue part-time diplomas / certificates courses offered by the University Departments / Centres / Colleges.
- For admission to the courses which are governed by the regulations of the regulatory bodies, such as Medical Council of India (MCI), All India Council of Technical Education (AICTE), Bar Council of India (BCI), National Council of Teacher Education (NCTE), Dental Council of India (DCI), etc., the University adheres to the Minimum Eligibility requirements prescribed under the respective regulations of the concerned bodies.
- Since 2011 the University Administration has discontinued the Practice of Condonation of Delay in Admission. Therefore, as per the University of Delhi Ordinance — II, admission in all the Postgraduate Courses are to be finalized by 31st August of the concerned Academic Session.
 - **List of Documents required at the time of PG Admission 2019-2020**
- The applicants shall be required to produce the following documents in original with two sets of self-attested photocopies at the time of admission:
- Admit card of Entrance Exam, if admission is through entrance mode and Admission form generated by logging on to dash board using their registered email id and password.

- Class X Certificate (Marks sheet or certificate) indicating date of birth and Parents' names* (The names of applicants claiming reservation under OBC/EWS/ SC/ST /CW/ PwD must match with the names that appear on the corresponding reservation certificates; similarly their parents' names must match in both sets of certificates).
- Class XII Marks Sheet.
- Four passport size photographs
- Consolidated marks sheet and Degree Certificate of qualifying examination on the basis of which the candidate is seeking admission. Marks sheets of all semesters and provisional certificate may be submitted and accepted in those cases only where degree is not issued by their university, subject to producing proof thereof.
- OBC/EWS/ SC/ST /CW/ PwD Certificate (in the name of the Applicant) issued by the competent authority.
- OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) **issued after March 31, 2019 by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>.**
- EWS Certificate from competent authority certifying that the applicant can claim reservation under this category.
- One identity proof issued by the Competent Authority as notified by Government of India.
- The candidates are required to submit two undertakings as provided in below mentioned links:
 1. <http://du.ac.in/adm2019/pdf/PG/LLBLLM/20072019UNDERTAKING%20AGAINST%20SEXUAL%20HARRASMENT.pdf>
 2. http://du.ac.in/adm2019/pdf/Undertaking_Ragging.pdf

Note:

1. The names of applicants claiming reservation under abovementioned categories must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).
2. The University Faculty / Department / Centre / College shall not retain original documents after verification of these mandatory required documents at the time of admission, however, the provisionally admitted students shall produce the originals of these documents within a week after the last day of PG Admission for forensic verification, failing which the admission of the said student may be summarily cancelled by the Faculty / Department / Centre / College.
3. Single Departments with single centre of admission will be in a position to generate their 2nd and subsequent list without waiting for the next actual admission list generation by the university in the following circumstances:
 - a) If all the candidates in the list have taken admission; or
 - b) If all the candidates in the list have either taken admission or given their consent that they won't take admission*; or
 - c) If any candidate does not complete his admission within stipulated time provided for the same.

*Student will be having declaration form on their dashboard to give their consent that they are not interested in admission..

CAUTION

1. *In case of non-compliance of any of the requirements for admission including the non-submission of relevant documents and / or non-payment of Fee within the prescribed date and time, the candidate will lose his / her right to admission.*
2. *If at any stage original documents relating to the admission of a candidate are found to be fake / non-genuine or fabricated or in any other manner defective, the said candidate will not be admitted and if already admitted, admission will be cancelled without any prior notice in this regard. If the same is found after the completion of course, his / her degree will be cancelled and appropriate legal action will be taken against him / her.*