



# UNIVERSITY OF DELHI

15<sup>th</sup> July, 2016

Following may be noted for the Admission to the Postgraduate/Masters' Courses for the year 2016-17:

- (1) Procedure of Admission
- (2) Schedule of Admission Procedure
- (3) List of Documents required for the Admission

The details of the above-mentioned items are described below:

## 1. PROCEDURE OF ADMISSION

- a. All the registered applicants must update the information regarding qualifying examination etc. on the PG Admission Portal (as notified earlier) using their registered email id and passwords. **The PG Admission Portal will close at 11:00 P.M. of 16<sup>th</sup> July 2016 (Saturday).**
- b. For the “Merit Category”, the applicants shall only be considered in the “Admission List” if their Qualifying Examination results are updated on the Admission Portal.
- c. For the “Entrance Category”, the applicants shall be considered in the “Admission List” even if their Qualifying Examination results are still awaited. They must keep the Qualifying Exam Results option blank on the Admission Portal. However, they must provide the college preference option, if applicable, on the Admission Portal. [Also Check Clause *g(ii)* for further details].
- d. The Departments / Colleges will declare the category-wise “First Admission List” [*Please see (2) Schedule of Admission Procedure*] of finally selected candidates on their websites on either 18<sup>th</sup> or 19<sup>th</sup> July, 2016. Both the “Merit” and “Entrance” lists (wherever applicable) shall be announced together, for all the categories.
- e. These finally selected candidates will logon to the respective admission portals again, download the Admission Form, and take the printout of the Admission Form. The Admission Form will have the information of the “**Reporting Centre**” (where the selected candidates will first report for the documents and eligibility criteria verification) and “**Place of Admission**” (College/Department, where the applicant will be admitted).

- f. Along with the Admission Form, applicant shall also carry the required documents (in original, *Please also see (3) List of Documents*). **Applicant must first report at the “Reporting Centre”** (as given in the Admission Form) for verification of the documents and eligibility criteria. Only those candidates of the given “Admission List”, who report at the “Reporting Centre”, within the scheduled time limit, will be eligible for Admission to the Course.
- g. The candidates, whose names appear in the given “Admission List”, shall be considered for admission on the basis of the following criteria:
- i. Those who report to the Reporting Centre, with all the documents (including qualifying examination marks-sheet), shall be marked “VERIFIED” on the applicant’s Admission Form.
    - ***The applicant shall then go to the allotted “Place of Admission”*** (College / Department, mentioned in the Admission Form) for submitting the original documents.
    - The allotted place of admission will then mark the applicant “APPROVED” on the admission portal.
    - The applicant will then be required to login to the admission Portal to make the online Admission Fee payment through one of the available online payment options.
    - **The admission to the course shall not be considered complete till the payment of the online admission fee within the prescribed time limit.**
  - ii. Those who report to the Reporting Centre within the scheduled time limit, and meet all other requirements except for the qualifying examination mark sheet, shall be marked “REPORTED” on the applicant’s Admission Form.
    - ***The applicant shall then go to the allotted “Place of Admission”*** (College / Department, mentioned in the Admission Form) for submitting the original documents.
    - The allotted place of admission will then mark the applicant “REPORTED” on the admission portal.
    - ***These applicants will be allowed to submit their required documents till the last date of the next two “Admission Lists” to be eligible for getting his admission Approved.***

- These applicants can pay online application fee only after getting their admission status APPROVED by the “Reporting Centre” and “Place of Admission”.
- If the applicant fails to submit the required documents within the prescribed time limit then the applicant will not be considered for Admission to that Course.

iii. **Those Applicants, who do not report to the “Reporting Centre”** within the scheduled time limit of the given “Admission list”, irrespective of the fact whether all other criteria of admission are fulfilled, shall **NOT** be considered for Admission in any of the subsequent lists.

- h. The certificates of APPROVED and REPORTED candidates shall be retained at the “Place of Admission”. The certificates will remain with the “Place of Admission” during the entire admission process.
- i. The APPROVED and REPORTED candidates shall not be allowed to change the college in the same or subsequent lists of the particular course.
- j. The “Place of Admission” shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear in counselling of any other university/ institute. In case the REPORTED candidate fails to submit the required documents within the prescribed time limit, then the earlier submitted certificates shall be given back to the candidate.
- k. **It may be noted that the admission of an applicant is completed only after the payment of the Online Admission Fee on the Admission Portal within the prescribed time-limit.**

## 2. SCHEDULE OF ADMISSION PROCEDURE

Following is the schedule of the Admission Procedure for the PG Courses:

First “Admission List” announcement, Verification of Documents, Approval of Admission and Payment of online admission Fee [during official working hours]*	18 <sup>th</sup> – 21 <sup>st</sup> July, 2016
Second “Admission List” announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee [during official working hours]*	23 <sup>th</sup> & 25 <sup>th</sup> July, 2016

Third “Admission List” announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee [during official working hours] *	27 <sup>th</sup> July & 28 <sup>th</sup> July, 2016
Fourth “Admission List” announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee [during official working hours]*	30 <sup>th</sup> July & 1 <sup>st</sup> August, 2016
Departments/Colleges may decide to have further “Admission lists”, depending on the vacant seats. Admissions may continue till the last date of Admission of the PG Courses. This will be Notified by the Departments on the University/Department website, as required.	

\*Payment of online admission fee for the Approved candidates shall be allowed up to 10 A.M. of the first day of the Subsequent (Next) list.

### 3. LIST OF DOCUMENTS REQUIRED FOR THE ADMISSION

The applicants shall be required to produce following documents in original with two sets of self-attested photocopies at the “Reporting Centre”:

1. Class X Board Examination Certificate
2. Class X Marks-Sheet
3. Class XII Marks-Sheet
4. Class XII Original Certificate
5. Provisional Certificate and Marks-Sheet of the Qualifying Examination
6. Character Certificate (recent, six months)
7. SC/ST/PwD/CW Certificate (in the name of the candidate) issued by the competent authority
8. OBC (Non-Creamy Layer) Certificate (in the name of the Candidate) issued by competent authority
9. In case the OBC Certificate is older than 1<sup>st</sup> April 2015, then a proof for the Non Creamy Layer Status.
10. Migration Certificate: Required for those students who have passed qualifying examination from outside Delhi University
11. At least two passport size self-attested photographs.