



UNIVERSITY OF DELHI

15th July, 2016

Following may be noted for the Admission to the Undergraduate (UG) Courses based on the Entrance Examination only, 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 UG (Entrance Examination based only) admission portal (as notified earlier) using their registered email id and passwords. **The admission portal will close at 11:00 P.M. of 16th July 2016 (Saturday).**
- b. The Colleges/Centre will declare the category-wise “First Admission List” [*Please see (2) Schedule of Admission Procedure*] of finally selected candidates on their websites on 18th July, 2016.
- c. These finally selected candidates, whose names appear in First Admission List, will login to the respective admission portals again, download the Admission Form, and take the printout of the Admission Form to the “Allotted College/Centre”.
- d. Along with the Admission Form, candidates shall carry the required documents (in original, *Please see (3) List of Documents also*). The candidates must report at the College/Centre for verification of the documents and eligibility criteria, and get the admission approved.
- e. After verification, the allotted College/Centre will mark the applicant “APPROVED” on the admission portal. The certificates of Approved candidates shall be retained at the College/Centre. The certificates will remain with the College/Centre during the entire admission process.
- f. The candidate 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.

- g. **The admission to the course shall not be considered complete till the payment of the online admission fee within the prescribed time limit.**
- h. Those candidates who do not report to the College/Centre within the scheduled time limit of the given “Admission list”, shall only be considered on the last day of the subsequent (next) list, if the seats are vacant.
- i. The College/Centre shall promptly return the documents in case student withdraws/cancels the admission or the student wishes to appear in counselling of any other university/ institute.
- j. **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 UG Courses based on Entrance Examination only:

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| First “Admission List” announcement, Verification of Documents, Approval of Admission and Payment of online admission Fee [during official working hours]* | 18 th – 21 st 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 th & 25 th 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 th July & 28 th 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 th July & 1 st August, 2016 |
| College/Centre may decide to have further “Admission lists”, depending on the vacant seats. Admissions may continue till the respective last dates of Admission of the UG Courses. This will be Notified by the College/Centre, 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 list.

3. LIST OF DOCUMENTS REQUIRED AT THE TIME OF THE ADMISSION

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

1. Class X Board Examination Certificate
2. Class X Marks-Sheet
3. Class XII Marks-Sheet
4. Class XII Provisional Certificate / Original Certificate
5. Character Certificate (recent)
6. SC/ST/PwD/CW Certificate (in the name of the candidate) issued by the competent authority
7. OBC (Non-Creamy Layer) Certificate (in the name of the Candidate) issued by competent authority. In case the OBC Certificate is before 1st April 2015, then a proof for the Non Creamy Layer Status.
8. Transfer Certificate from school / college as well as Migration Certificate from Board / University are required from those students who have passed senior secondary exam from outside Delhi
9. At least two passport size self-attested photographs.