

Department of Education, University of Delhi

B.Ed. Spl. Edu. (MR) Admission 2018

Admission Process

- 1) The allotment of seats (category-wise) in the Admission List is based on the rank of the applicant and the availability of seats in the Department both. It may further be noted that the name in the Admission List alone does not entitle an applicant for admission. The admission to the Course shall not be considered complete until the documents are verified and the payment of the online admission fee within the prescribed time limit is realized.
- 2) The selected applicants will log on 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**” (Department of Education) where the selected applicants will first report and “**Place of Admission**” (Department of Education), where the applicant will be admitted.
- 3) Applicant shall first *report at the “Reporting Centre”* along with the Admission Form and all the relevant documents (in original), (*Check the List of Documents*) 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.
- 4) The applicant, whose names appear in the given “Admission List”, shall be considered for admission on the basis of the following three 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”* (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 with “Approved” status 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 programme 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 or/and migration certificate (if required), shall be marked “REPORTED” on the applicant’s Admission Form. An undertaking in the suggestive format to this effect should be submitted by the candidate to the institution at the time of reporting for admission. ***The applicant shall then go to the allotted “Place of Admission”*** (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 16th August, 2018.*** These applicants can pay online application fee only after getting their admission status “APPROVED” at the portal. 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 Programme and his reported status will be cancelled.
- 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.
- 5) 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.

- 6) The “Place of Admission” shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear for counselling at 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.
- 7) In the case of equal marks in the Entrance Examination, candidates securing higher percentage of marks in the qualifying examination, as mentioned in the eligibility condition, will be offered admission first.
- 8) In case, candidates have same marks in the qualifying examination then in order to break the tie, admission will be offered to the candidate in the following order of preference:
- i. Candidate having higher percentage in final year of graduation.
 - ii. Candidate having higher percentage in the examination prior to final year of graduation and so on.
- 9) For candidates entering their result in CGPA, the formula for conversion of CGPA into percentage for the final year students of the undergraduate courses of the University of Delhi under the Choice Based Credit System is as below:
- Final Percentage of marks (%) = CGPA based on all six semesters x 9.5
- This is as per notification from the Examination Branch (Ref. No. Dean (Exams)/2017/9126)**
- 10) In case of CGPA, final calculated percentage will not be rounded off and shall be considered only up to 2 decimal places.
- 11) SCHEDULE for Admission to PG/Masters’ Programmes for Academic Session 2018-19.

First List announcement, Verification of Documents, Approval of Admission and Payment of online admission Fee	25th - 27th July, 2018
Second List announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee:	31st July - 2nd August, 2018

Third List announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee:	6th - 8th August, 2018
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Note:

- a) For document verification and approval of admission official working hours between 10 AM to 3 PM shall be observed.
- b) For Fee Payment: After approval of admission, the applicant has to log on to the Postgraduate Admission Portal to make online admission fee payment. This may be done till 12:00 noon of the next day of the last day of approval of admission of that Admission List in which applicant is taking admission.
- c) Departments may decide to have further Admission Lists, depending on the vacant seats.

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. The OBC applicants who belong to the ‘Non-Creamy Layer’ and whose caste appears in the Central List of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of ‘creamy layer’ status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt.(Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2017-2018, issued after 31st March, 2018.

9. Migration Certificate: Required for those students who have passed qualifying examination from outside Delhi University
10. At least six passport size self-attested photographs.

B.Ed. Spl. Edu. (MR) Admission Committee 2018