Guidelines for UG Merit-based Admissions 2021

For admissions to UG Merit-Based Programs for the academic session 2021-22, the University may declare a minimum of Five Cut-Offs, One Special Cut-off (after 3rd Cut-off) and Special Drive (only on vacant seats if available).

Note: In case, there are still some vacant seats left, more Cut-Offs/Special Cut-off/Special Drives may be announced by the University.

1. **The candidates are advised to regularly refer to the Schedule of declaration of Cut-offs published by the University on its website (admission.uod.ac.in) and any other notification henceforth.**

2. Before applying, the Candidates must recheck their marks/percentages and eligibility criteria very carefully. Refer to the Bulletin of Information for eligibility for calculating Best Four/Three and additional riders (if any) as notified by the University. A suggestive best four/three also appears on the dashboard of the candidate that is auto calculated depending on the marks entered by the candidate. However, these are only indicative and the University disclaims any liability.

3. **Ascertaining percentage in a specific cutoff for a Program in a College**

When applying for a cutoff, the Candidate must ensure her/his Best of Four/Three fall within the declared cutoff. For Example,

If First Cut-off of a certain Program + College was 98.00%,

And, Second Cut-off for the same Program + College is 97.25%.

Then to apply for the said Program + College in Second Cutoff, Best Four must be **greater than equal to 97.25% but less than 98.00%**

4. The Candidate is allowed to choose only one Program and college during a particular cut-off, Selecting multiple Program+College in a particular cutoff is **not** permitted. No change will be permitted during a particular cutoff

5. Selection of College and Program can be made only through the Candidate's own Dashboard. No physical visit to the Colleges/ University during the admission process is required.

6. The procedure for choosing the Program and the college by the Candidate must be completed within the stipulated time interval as notified.

7. **Steps to Apply for a Program**

   Step I: Select a Program + College
   > Upon declaration of a Cut-Off list, Candidates must log in to their Dashboard to choose the Program and College they wish to claim admission to, provided they meet the required eligibility conditions and their Best Four/Three fall within the range of the cutoff declared by the respective College/Program.

   Step II: 'Apply' for the Program + College combination from the dashboard

   Step III: Online verification of documents by respective colleges

   - On receiving the application, the Colleges verify the application and uploaded documents to Approve/Decline the candidature. The Colleges

verify the documents uploaded by the Candidate for eligibility and meeting the required Cut-Off.

- Verification of documents is done at various stages by the Colleges:
  - Program / Teacher in-charges of the respective Colleges will verify the minimum qualifications and cut-off requirement.
  - Convenor Admission rechecks and Approve/Reject the candidature.
  - Finally, the Principal will Approve/Reject the candidature.
- In case of lack of necessary documents, candidate will be contacted on their registered email id /phone by the respective College, so that the same may be provided directly to the College. All Colleges will designate an email id for receiving documents/clarifications from the Candidates. In case the candidate does not respond, or where documents remain insufficient till the specified date/time, the candidature will be rejected by citing reason.
- Noapplicationwillbeleftundecided.ItwilleitherbeApprovedorRejected by the Principal of the College.
- The Candidates shall check the status of their application on the dashboard.
- Those Candidates whose applications are 'Approved by the Principal', are required to pay the fee within the stipulated time. In case any candidate is not satisfied with the reason for rejection (as given by the college), a grievance may be registered with the College Grievance Redressal Committee through email available on the website of the respective College.

Step IV: Payment of fees to confirm admission

On receiving the status, 'Approved by Principal' of the College, the Candidate will receive a link on his/her Dashboard to submit the fees due. This fee can be paid online through the dashboard within the stipulated time only.

8. On successful payment of the fees an acknowledgement slip bearing transaction ID, Credit Card/ Debit card/ Net-banking details and date of transaction as will be generated a proof for future reference. On successful payment of fees, the candidate is granted provisional admission to the said college.

9. Once the Candidate has taken admission, they will have to sign an online declaration stating, "*All the information provided by is correct. In case any information provided by me is found to be false and/or is not supported by the documents presented by me, I understand that the admission will be immediately cancelled and no fees will be refunded. I shall abide by all the rules and regulations laid down by the University and the College*."

10. The uploaded documents will be verified physically by the respective colleges within the stipulated time period as and when notified by the University. If at any stage, it is found that the information given by the Candidate is false/incorrect/fabricated/ingenue and/or is not supported by the documents presented, the admission will be immediately cancelled without giving any prior notice. No fees will be refunded in such cases.

11. Although with in a specific cutoff a Candidate is not allowed to change his/her Program +College once applied, if in subsequent lists, she/he may apply as insuring her/his eligibility and Program+College cutoff.

12. A Candidate who 'Applied' in any Cut-off and for whom the admission was 'Approved by Principal' in a particular Program+College but did not pay the fees and wish to seek admission in any subsequent Cut-off will have to "**Cancel**" his/her previously approved application and re-apply for a Program + College combination and repeat the process as stated in Point 7. A non-refundable cancellation fee of Rs. 1000.00 (Rupees One Thousand only) will be levied.

13. A Candidate who "Applied" in any Cut-off and had made the fee payment but later wishes to take admission in any subsequent Cut-off, subject to meeting the eligibility

conditions and required cutoff,will have to "**Cancel**" his/her admission and follow Steps stated in Point 7. A non-refundable cancellation fee of Rs. 1000.00 (Rupees One Thousand only) will be levied and the differential fees will get reflected in the Wallet.

14. After the subsequent admission is approved, the admission fee will be adjusted automatically, through the Wallet, and the Candidate will have to pay only the balance fee if it is more than the fees already paid at the previous college. If the fee in the latter college is less, the balance will be refunded to the account, details of which were provided by the Candidate during the time of Registration. The process for refund may begin after 15 working days (minimum) of the closure of admissions.

15. Candidates who had applied in a Cut-off but their application was "**Rejected**" in that cutoff list will be considered as Fresh Candidates. Such candidates are required to follow the Steps stated in Point 7 to apply for a Program + College in subsequent list/s.

16. In a particular cutoff, if a Candidate was eligible to take admission and was meeting the cut-off requirement of a particular Program+College combination., she/he will not be considered for admission in the same Program+College combination in any subsequent cut-off/s. In case the subsequent cut-off in a particular Program + College combination is the same as the previous cut-off/s, then this condition will not apply.

17. The cancellation option will be available only once in a particular cut-off. If, after applying in a cutoff, a Candidate cancels his/ her admission, she/he will not be able to apply again in the same cut-off.

18. Once the candidates are certain to cancel admission in the Program+College they had initially taken admission in the previous list, the candidates have to log in at their Dashboard only to Cancel their admission.

19. The total number of cancellations will be restricted to (n-1) where "n" is the total number of Cut-off Lists. No movement will be allowed during the Special cutoff/s and Special Drive/s.

20. If at any time, a Candidate wishes to withdraw her/his admission from the University, she/he may do so by opting for "**Withdrawal**"from her/his Dashboard.

21. **Admission once cancelled/withdrawn will not be restored under any circumstances. The sole responsibility of cancellation / withdrawal of admission, for whatever reason/ circumstances will be of the candidate only.**

22. Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD/KM/Sikh Minority must be in possession of the required caste/category certificates at the time of admissions.

23. Candidates under OBC-NCL and EWS categories shall be considered based on the certificates issued after **March 31, 2021** only.

Guidelines for Admission under Special Cut-off

1. After the Third Cut-off, a Special Cut-off will be declared for candidates who were eligible but could not/ did not take admission in the earlier three Cut-offs for whatsoever reasons.

2. **Declaration of Special Cut-offs is subject to availability of vacant seats** in Program+College.

3. The Special Cut-off will be the last declared Cut-off of the respective Program+College. For example, if for College A, the First Cut-off for B.Sc.(H) Mathematics for a specific Category was 98% and the college did not declare Second and Third Cut-off for B.Sc.(H) Mathematics in that Category, but later seats got vacant, then Special Cut-off for B.Sc.(H)Mathematics for the specific Category for College A will be 98%.

4. There will be no movement allowed during the Special Cut-Offs**. Candidates who have secured admission in any of the earlier three cutoff lists will not be allowed to**

participate in the Special Cut-off, which means Candidates who are already admitted in any Program+College of University of Delhi will not be eligible to participate in the Special Cut-Off.

5. Candidates can apply to a single Program+College by ensuring they meet the required eligibility condition and declared Special Cut-off.
6. Merely applying under the Special Cut-Off does not guarantee an admission to the Candidate.
7. No grievances will be entertained in case an Candidate fails to apply or pay the fees (if approved) within the stipulated time period given in the schedule

Guidelines for Admission under Special Drive

Special Drive is for the Candidates belonging to all categories mentioned in the Bulletin of Information.

1. After the 5ᵗʰ Cut-Off, the seats vacant for each Program in colleges will be displayed on the website of the University of Delhi.
2. Candidates who could not seek admission or had cancelled their admission in any of the College of the University during any of the preceding Cut-offs for any reason till the Fifth Cut-Off (including Special Cut-off) and were, therefore, not admitted but meet any of the preceding cut-offs, shall be considered for admission under the Special Drive, provided seats are available in the said category.
3. There will be no movement allowed during the Special Drive. **Candidates who have secured admission in any of the earlier Five cutoffs (including Special Cut-off) will not be allowed to participate in the Special Drive, which means** Candidates who are already admitted in any Program+College of University of Delhi will not be eligible to participate in the Special Drive.
4. Candidates will apply to a single Program+College. Candidates must ensure that they have carefully checked the number of seats vacant in the Program+College they are applying to under their category.
5. In case the number of Candidates applying for a particular Program in a college is more than the number of seats available, colleges will make a merit list as per the Best of Four/Three required for the Program. The college will approve the Candidature only on the basis of merit and availability of seats.
6. In case of a tie for a seat the following tie-breaking rule shall be applied:
   a. The Candidate with higher percentage of marks (aggregate of best five subjects including one language) in the qualifying examination will be considered first for admission.
   b. The Candidate with the earlier date of birth (as mentioned in class X certificate) will be considered for admission.
7. Merely applying under the Special Drive does not guarantee an admission to the Candidate.
8. No grievances will be entertained in case an Candidate fails to apply or pay the fees (if approved) within the stipulated time period given in the schedule
9. Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD/KM/ Sikh Minority must be in possession of the required caste/category certificates at the time of admissions. **Under no circumstances extension/ additional time/ provision to fill undertaking/ affidavit will be provided to furnish any such documents.**
10. Candidates under OBC-NCL and EWS categories shall be considered based on the certificates issued **after March 31, 2021** only.