



# विवेकानन्द महाविद्यालय VIVEKANANDA COLLEGE (दिल्ली विश्वविद्यालय) (University of Delhi)

*Grade 'A' Accredited by NAAC*



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## **Principal's Message**

Dear Students

These are unprecedented times with the pall of COVID-19 hanging over every sphere of our lives. However, we need to learn to live with the challenges that this pandemic has thrown up and have to resolve to carry on with our regular lives. This has to be done keeping in mind added protection and care that we need to take care of ourselves and of each other. The pandemic has taught us many useful lessons as well, one of which is the inter-connectedness of all life. Responsibility and mindfulness to ourselves and society as a whole is at the core of keeping oneself safe from disease, and, indeed, this is also at the centre of a conscientious life that we aspire to live. At Vivekananda College, we have been committed to inculcating and nurturing values that live up to the vision of Swami Vivekananda for the past fifty years. For him, the true hallmark of education would be one “by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one’s own feet.”

We invite you to seek out that education, discover that truth and remember to use it well.

I welcome you all to this great institution of higher learning that is celebrating its golden jubilee year and assure you of a nurturing and caring environment that will see all of you blossom into empowered and sensitive human beings.

Dr. Hina Nandrajog  
Officiating Principal

## **An Introduction to the College**

“Arise, Awake and Stop not till the Goal is Reached.”

This statement of Swami Vivekananda highlights not only the very purpose of education but also the philosophy of the College. Education pulsates with energy and enthusiasm at Vivekananda College.

Vivekananda College has a dynamic and empowering educational environment for young women seeking an undergraduate degree in the Arts, Humanities, Commerce and Social Sciences. This pioneering knowledge hub of East Delhi attracts students from all over the country. Fostering and inculcating a vibrant exchange of ideas, the college seeks to ignite the minds of learners to facilitate their all-round development and help them.

The college was set up in 1970 in Gandhi Nagar by the Delhi Administration, (now Govt. of NCT of Delhi) with grants from University Grants Commission and Delhi Administration, with the specific objective of providing opportunities for higher education to women in the trans-Yamuna area. The foundation stone of the present building in Vivek Vihar was laid on 26<sup>th</sup> October, 1976 by Professor S. Nurul Hasan and the building was dedicated by Swami Ranganathananda of the Rama Krishna Mission in 1979. The beautiful red brick building is set amidst sprawling green lawns and offers the best in holistic education.

## **Facilities & Infrastructure**

**The College Library** is well-stocked and fully computerized. The mission of the library is to support curriculum based requirement of the user, and use technology initiatives to connect our users to the library and to the world. Library staff works together to strive to provide equal access to information, ideas and knowledge through books, programmes and other resources to the users.

The library has spacious Reading Rooms spread over two floors with a seating capacity of 180. A separate air-conditioned lounge has been demarcated for faculty to make use of library resources. **Online Public Access Catalogue (OPAC)** is installed on all the three floors of the library. Some new corners like popular fiction, inspirational and career development have been demarcated in pleasure reading section. One distinctive practice that our library follows is that textbooks are highlighted by red tape and text references books are highlighted by the golden tape for easier identification. This initiative was even appreciated by the NAAC Peer Team that visited the college in 2017.

**Helen Keller Terminal** – A notebook with optical scanner has been installed along with Braille Collection. The library also has access to Braille Library of the University of Delhi.

The collection consists of approximately 65,000 books covering almost all aspects of Commerce & Humanities. The rich and updated collection covers the text books of the curriculum as well as the reference books for higher studies and even for general reading. The college regularly subscribes to about 48 Periodicals, including 10 daily newspapers in Hindi and English. The Library has a “**Book Bank**” consisting of core textbooks, which are issued to deserving students for the whole semester. This scheme is for the benefit of the financially weak students at the beginning of both semesters.



Non-print collection consists of audio-visual materials like maps, atlases, compact discs and audio-cassettes. The college library has access to millions of **e-resources** to help students as well as teachers in the teaching learning process. **E-resources** are available through **UGC–Infonet** consortia (in Campus) and **N-List** programme of Infflibnet (through user ID and Password). The library is also a member of **DELNET** (Developing Library Network) – a library consortia. Inter library loan of DELNET facilitates a user to get those books on loan which are out of print or not available in the library. Access to many e-resources is available through DELNET. In this way the library tries hard to fulfill all the requirements of the users. **URKUND** software is being used by faculty and students within the library to check **plagiarism** for research articles.

An LCD Projector is used in the library to carry out orientation programmes for students and staff and to explain the methodology of using e-resources. A library website has been developed in-house for providing all the information about the library. The library OPAC has been made available to users on the Web through this library website. Even online membership registration forms, feedback forms and suggestion forms are available to the patrons. The link of the site is: <https://sites.google.com/site/libraryvivekanandcollege>.

The library is also connected to the user through Facebook. The link of the Facebook is: <https://www.facebook.com/vivekanandacollegelibrary>.

The library provides smart ID cards to the students for entry into the library. It remains open from 9:00 a.m. to 5.30 p.m. on all working days except Sundays and other gazetted holidays, Efforts are on to facilitate library work on Saturday as well.

For any other information or query, the user may contact [duvcl13@gmail.com](mailto:duvcl13@gmail.com).

**Computer Labs** – There are five labs in the college with 115 terminals and 48 laptops and internet facilities for students and teachers. These centres are also equipped with teaching aids such as LCD Projectors and Scanners. The college endeavours to make all students conversant with technology and modern learning aids.



**Psychology Laboratory** – The objective of this laboratory is to serve as an interface between the theory-praxis domains. It is well equipped with traditional apparatus like tachistoscope, electronic memory apparatus, Muller-Lyer apparatus, etc. to conduct experiments. A range of psychological tests and assessment techniques are also available in the laboratory. These include intelligence tests, personality tests, aptitude tests, attitude, values scales, etc. Workshops and experimental exercises are organized at regular intervals by the Applied Psychology faculty. The laboratory also has audio-visual aids like an LCD projector to facilitate lectures and talks.

Two extensions of the main psychology lab include the Bio-Physiological Lab and the Computer Lab, where experiments are conducted, and it also provides facilities for research work. There is a Department Library which is a reader's delight with a collection of classic and latest editions of books on psychology. The department office has facilities to smoothen the administrative work which is manned by one Laboratory Assistant (Dr. Sanjeev Kaushik) and one Laboratory Attendant (Mr. Deepak Thakur); both are efficient and trained in using the computers, printer-scanner-photocopier, and carrying out other office jobs.



**The Food Technology Laboratory** is equipped with the latest equipment for students to perform various lab-oriented practicals. The students are provided with expert skills in bakery and preservation of food, so that they can compete with other professionals in the industry. Keeping in mind the changing demands of the food market, several low-cost new food products are also developed every year. Mr. Suresh Kumar (Lab Assistant) and Mr. Parveen Kataria (Lab Attendant) take care of the lab and provide able assistance to the faculty and students.

**The two Music Rooms** are equipped with a variety of instruments to facilitate the students in their practical work and hence equip them with skills of better co-ordination with different instruments. The students learn Hindustani vocal music and get a chance to perform at various college and inter-college functions. Mr. Mujeeb Hilal Khan is the Tabla Accompanist.

**The Sports facilities** in the college include a large playground. Intensive training is imparted under expert guidance for several sports. Each year, students of Vivekananda College achieve notable distinctions, and many of them are selected for All India Inter-University and National tournaments. Facilities are provided for athletics, hockey, archery, netball, softball, and taekwondo. A synthetic track (200 mts.) is laid and it is one of its kind among all the colleges of the University of Delhi. Currently, a hockey field with astroturf is being built.

The college has two auditoriums:

**Vivekananda Auditorium** has a seating capacity of 650. It is fully air-conditioned and the light and sound system is currently being revamped. The auditorium hosts various academic and cultural events of the college. It also encourages well-known cultural groups to hold their programmes for the benefit of the students and the community.

**Sharda Hall** is an air-conditioned facility that can accommodate up to 120 people. It is equipped with an LCD projector and is used extensively by students for various academic and extra-curricular activities.

**The Canteen** is a vibrant hub for out-of-class discussion and exchange of information and ideas. It provides hygienic and nutritious snacks, drinks and lunch at subsidized rates.

**Banking** services are provided by Canara Bank, Vivek Vihar branch, through an extension counter in the college. Students can also open individual accounts with the bank.

**Medical Facilities** are also available in the Medical Room in the college with a nurse to provide first aid. An allopathic doctor is available for consultation for three hours, five days in a week. An ayurvedic doctor offers consultation once a week.

**Psychological Counselling Services** are provided to students throughout the academic session. An expert counsellor is available in the college for consultation in addition to a faculty member from the Department of Applied Psychology.

**Career Counselling and Placement Cell** provides students with career counselling for job placement by conducting seminars and workshops. Moreover, companies are invited to the campus for recruitment. This is in addition to participation in the Central Placement Cell of the University of Delhi.

**Students' Information Bulletin Board** displays information regarding co-curricular activities taking place in the college and other educational institutions. The Board also displays important notices and students are required to keep themselves up to date about college events.

**Bus and Railway Concession** is provided to students. They may avail DTC Bus Fare Concession by filling up the form and getting it verified from the administrative office of the college. Students commuting from adjoining areas of Delhi (like Ghaziabad, Faridabad, etc.) may submit an application to obtain the Railway Concession Form from the Administrative Office. They are allowed railway fare concession, too, during the vacation only for travelling to their hometown.

**Identity Card** is issued to every student of the college after her admission has been confirmed. This Card is required to always be in her possession and should be produced as and when asked for. In case of loss of the ID card, the student will be required to lodge an FIR with the police and get a duplicate one by submitting an application to the college office along with a copy of the FIR, a photograph and after making a payment of Rs.100/- only.

**Note:** Delhi University's 'Population Education Resource Centre' provides Helpline Counselling Services on HIV, AIDS, Sexuality, Drug Abuse and other adolescent issues for students. Awareness is provided by doctors and trained counsellors through peer group training programmes. These services as well as learning material, developed by the Centre, may be availed of through the college.



# **DEPARTMENTS**

# Applied Psychology

B.A. (H) Applied Psychology is an application based programme, with the right blend of theory and practice. Most papers in the course have a practicum component – which is to be done in the field or in the laboratory setting. A review of the programme structure would reveal the range of exposure a student of Applied Psychology gets. From conducting laboratory experiments to Psychometric testing, from statistics to field based and other research studies as well as internships, the students are equipped with fundamental knowledge in all areas. The three-year programme provides a foundation for pursuing careers in Clinical Psychology, Counselling, Organizational Behaviour, Health Psychology, Media Psychology, and Life Skills. It provides the students with relevant knowledge and skills for academic and research activities. The programme enables students to get a deeper and more meaningful understanding of themselves and others. The thriving nature of the department is evident in the diverse teaching pedagogies adopted, which not only include traditional methods like lectures and power-point presentations, but also more engaging experiential and reflective learning, group discussions and use of audio-visual aids. The department also conducts workshops/ lectures/ seminars at regular intervals. Most of the faculty members also serve as Ph.D. supervisors and have led several research projects. The department is actively engaged in social outreach activities, providing counselling and generating mental health awareness.

## Faculty Members

Dr. Anita Kant  
Dr. Vanita Sondhi  
Dr. Arpana Beniwal  
Dr. Shivantika Sharad  
Dr. Salma Seth (**Teacher-in-Charge**)  
Dr. Sunil Kumar Verma

M.A., M.Phil, Ph.D.  
M.A., M.Phil., Ph.D.  
M.A., M.Phil., Ph.D.  
M.A., Ph.D.  
M.A., M.Phil., Ph.D.  
M.A., D.Phil.



# Commerce

The College offers two programmes in Commerce: B.Com (Hons) and B.Com (Programme).

The Bachelor of Commerce programmes are designed to enhance an individual's ability to learn and also to provide her with the opportunity to develop networks through real-world experiences. They provide an educational experience that extends beyond academic excellence. Both programmes offer a global perspective on business, enhancing skills, knowledge and experience that provide a path to pursue a career within business, government and non-profit organizations.

A degree in Commerce provides one with the scope to enter a wide range of business fields like Insurance and Banking, Human Resources Management, Marketing Management, Advertising, Stock Market, Finance, Accounting, Law, Cost and Management Accounting, International Business, Computer Science and E-Commerce.

The Department remains very active through the year and conducts many activities like quiz, debates, group discussions, competitions, seminar/ conference, lectures by experts in different fields, industrial visits, etc. The department also brings out a Commerce Digest, "The Blue Inkpot" that provides a platform to the students to express themselves creatively and write articles related to their area of study.

## Faculty Members

Mrs. Chander Kanta Chopra	M.Com.
Mrs Chander Kanta Bansal	M.Com., M.Phil.
Dr. Veena Jain	M.Com., M.Phil, Ph.D.
Mrs. Meenakshi Agrawal	M.Com., M.Phil.
Mrs. Poonam Gupta	M.Com., M.Phil.
Mrs. Radhika Srinivasan	M.Com., M.Phil
Mrs. Sushma Aggarwal	M.Com., M.Phil.
Dr. Pavan Gupta	M.Com., M.Phil., Ph.D.
Ms. Rachna Megh ( <b>Teacher-in-Charge</b> )	M.Com., B.Ed.
Dr. Ranjeeta Phukan	M.Com., Ph.D.
Dr. Shubhashri Bose	M.Com., M.Phil., Ph.D.



## Computer Science

Information Technology is the most important area of study in this world of telecommunication. It has transformed the entire spectrum of activities in the world and has impacted all aspects of life. It has become a necessity to learn computers to cope with the challenges in any field whatsoever.

The Department of Computer Science of the college was established in 2008 with a handful of students. Gradually, this department grew and gained recognition. The students, even from non-computers background, performed well and the results were outstanding. There are four well-equipped computer labs in the college with 115 computers and 48 desktops. The labs provide internet facility to students and teachers. Projectors and printers are installed in all the three labs. The faculty participates in various workshops, seminars to learn new teaching methodologies and hence, adopt the same to make teaching more student-friendly.

The three year programme in B.A. Computer Applications Discipline enables one to pursue higher studies in the fields such as MCA, M.Sc. in Computer Science, M.Sc. in IT, MBA (IT). It also opens avenues to work in multi-national IT industries.

The department has its own Computer Society, "TECH HUSTLERS." This IT society organizes various workshops and technical events throughout the year. The society also tries to conduct computer literacy programmes for non-IT students. Industrial visits are also undertaken to make students familiar with the IT industry.

Programmes/ Papers offered by Computer Science Department:

Discipline Specific Programme/ Elective – B.A (Prog.) Computer Application	Computer Fundamentals Database Management Systems Computer Networks and Internet Technologies Multimedia Systems and Applications Programming with Python/ Visual programming Information Security and Cyber Laws/ Software Engineering
Generic Elective (for Hons. Programmes)	Introduction to Programming Introduction to Database Systems Computer Networks and Internet Technologies Information Security and Cyber Laws
Skill Enhancement Programme	Office Automation Tools Search Engine Optimization Open Source Software/ Introduction to LINUX Web Design using HTML5/PHP Programming/ Programming using C++
Generic Elective (for B.A Prog.)	IT Fundamentals Multimedia and Web Design

Well-qualified and sincere faculty members teach this course, although the department does not have permanent faculty as yet.



## Economics



Economics is offered as a discipline course in B.A. ( Programme). The Bachelor degree is designed to be comparable to internationally acclaimed programmes and combines rigorous training with flexibility in the choice of elective courses. The aim is to produce students who are ready for exciting opportunities in the global market: be it jobs in the corporate sector, public sector, non-governmental/ social sector or a desire to pursue higher studies in Economics or related disciplines. Courses include independent research components in the form of term papers, presentations etc. The department offers General Elective papers namely Introductory Microeconomics, Macroeconomics, Indian Economy-I, Money and Banking, etc. to students of other Honours disciplines.

**Programme Learning Outcomes:** After completion of the course:

- 1) Students will be able to explain the core concepts in Economics such as opportunity cost, markets, equilibrium, comparative advantage, inflation and growth.
- 2) Students will have an in-depth understanding of the optimization tools used in Economics and will be able to apply these tools to solve problems in Economics.
- 3) Students will be able to graphically present data and use statistical and econometric tools for data analysis.
- 4) Students will attain important research skills by working on an independent research project during the last year of the programme. They will be able to formulate a research idea, conduct literature review and carry out the analysis;
- 5) Students will be able to apply their knowledge in economics to evaluate economic policies like public workfare programs, taxation, subsidies, trade protection, sustainability etc.
- 6) Students will be able to formulate logical arguments in a written form and students will also be able to effectively communicate scholarly material in Economics through academic presentations.

**For detail syllabus please visit :** [http://econdse.org/wp-content/uploads/2019/05/cbcs\\_b.a.prog-file.pdf](http://econdse.org/wp-content/uploads/2019/05/cbcs_b.a.prog-file.pdf)

Well-qualified and sincere faculty members teach this course, although the department does not have permanent faculty as yet.

## English

Established in the year 1970, the Department of English comprises of faculty members with expertise in various fields of literature, literary theory, cultural studies, gender studies, translation and English Language Teaching. The department believes in a combination of traditional and experimental methods of teaching. The involvement of the teachers in the education of students extends beyond the classroom. The spirit of having a one-to-one relationship helps the department to develop each student in a holistic manner. The teachers also ensure that students are kept updated about various book launches, seminars, film screenings, plays, dance recitals, and talks happening in the city which help in the expansion of the students' knowledge and awareness. The department believes in not just teaching the syllabi but also in assisting the students to decide their career plans and discuss different opportunities that are available to them.

The English department encourages student participation in various literature oriented activities like dramatics, creative writing, paper presentations, translation, extempore, debating, graffiti, book cover designing, and literary quizzes organized by 'Sculptura' – the English Literary Society. The department also releases an annual departmental newsletter, *Word Weaves*. The newsletter provides a creative and stimulating platform to the budding poets, writers, and painters. It helps their thoughts and emotions to reach out to a larger readership.

### **PROGRAMMES OFFERED**

<b>Names of the Programmes</b>	<b>Disciplines to which the Programme (s) are offered</b>
B.A. (Hons.) English	B.A. (Hons.) English
Discipline English	B.A. (Prog.)
English as AECC, G.E, SEC and Core subject	B.A. (Hons.), B.Com. (Hons.), B.Com. (Prog.), and B.A. (Prog.), B.Sc. (H) Mathematics, B.Sc. (H) Home Science

### **Faculty Members**

Dr. Jyotika Elhance  
Dr. Hina Nandrajog (Offg. Principal)  
Dr. Nalini Gandhi Kapoor  
Ms. Sophia Pde (**Teacher-in-Charge**)

M.A., Ph.D.  
M.A., M.Phil., Ph.D.  
M.A., Ph.D.  
M.A.





## **Environmental Studies**

Environmental Studies was introduced in July 2014 as a core, compulsory, four-credit programme for undergraduate students of every discipline. The department has taken several unique initiatives and projects to make Environmental Studies more of an experiential learning for the students, rather than theoretical through conventional methods. One of the major contributions of this subject is to make students aware about the environment and sustainability issues in our day to day life, and to equip them to tackle such issues, and also to meet the challenges of career development.

The Department offers hands-on experience to deal with issues related to environment in the neighborhood and community. It also facilitates students in getting internships and research opportunities. Field trips are organized to do field work to enhance one's understanding.



Well-qualified and sincere faculty members teach this course, although the department does not have permanent faculty as yet.

## Food Technology

We are a vibrant department working towards sensitizing the students to help contribute towards the goal of enhancing the quality and safety of food. The Department of Food Technology offers comprehensive programmes at the undergraduate level that prepare the student for leadership positions in the food industry, academic, non-government organizations and non-profit organizations. It also conducts research and extension/ outreach programmes. Our department has a Food Technology Society and our students have been involved as student representatives/ members of inter-college Student Editorial Board with the Association of Food Scientists and Technologists – Delhi Chapter. They work in close collaboration with students of other colleges/ universities. We also conduct inter-college seminars and workshops.

### Programmes offered under B.A (Programme) FOOD TECHNOLOGY:

Discipline Specific Programme	Fundamentals of Food Science and Technology Part I Fundamentals of Food Science and Technology Part II Basic Baking Technology Introduction to Food Safety and Preservation
Discipline Specific Elective	Advanced Baking Technology Advanced Food and Vegetables Preservation Technology Food Safety, Hygiene and Quality Testing Project/ Dissertation
Skill Enhancement Programme	Food Product Development Entrepreneurship Development Confectionary Technology Nutrition and Wellbeing Milk and Milk Product Technology Home Based Catering
Generic Elective	Human Nutrition Nutrition: A Lifespan Approach Entrepreneurship for Small Catering Units Current Concerns in Public Health Nutrition

### Faculty Members

Mrs. Purnima Vir  
Dr. Sukhneet Suri (**Teacher-in-Charge**)

M.Sc.  
M.Sc., PGDDPHN, Ph.D.



## French

The Department of French came into existence in 2008 in Vivekananda College. The aim of French studies is to gain knowledge of a global language spoken in around 29 countries and which is the second-most widely learned foreign language in the world.

Living in a globalized world, one can hardly ignore the importance of a foreign language. Being a polyglot or learning a new language not only improves career prospects but also enhances understanding of a new culture and henceforth, increases one's social and intellectual boundaries. Needless to say, the knowledge of a foreign language places you as one step ahead in a multinational environment.

Here at Vivekananda College, we acknowledge its importance and offer French as Core Course in B.A. Programme. The language will be taught from the basics for a span of three years, enabling the students to acquire language abilities, in particular, and the subject matter around it, in general, such as, culture and civilization, translation into other languages, literature etc. Learning French opens lot of job avenues in the tourism industry, hospitality industry, airlines, embassies, teaching and in MNCs as interpreters and translators. One can also appear for the Indian Foreign Services examination with specialization in French language.

The students of the department participate annually in the cultural fest held at the Department of Germanic and Romance Studies, University of Delhi. The students participate in various competitions, e.g. French poem recitation, singing, plays, and French cuisine.



Well-qualified and sincere faculty member teach this course, although the department does not have permanent faculty as yet.

## हिन्दी

स्नातक स्तर पर हिन्दी विशेष की छात्राओं को साहित्य एवं भाषा की दृष्टि से पारंगत करने का प्रयास किया जाता है। तीसरे वर्ष की छात्राएं अपनी रूचि के अनुसार भविष्य निर्धारण करने में स्वयं को सक्षम अनुभव करती हैं। व्यावसायिक दृष्टि से मीडिया, रेडिओ, टी.वी., उद्घोषक अथवा अनुवादक किसी भी क्षेत्र को अपनाकर छात्राएं आगे बढ़ सकती हैं। स्कूल और कॉलेज में अध्यापन का कार्य भी इन छात्राओं के लिये अच्छा विकल्प है। हिन्दी भाषा जगत में शोध कार्य हेतु भी असीम विकल्प उपलब्ध हैं।

‘कस्तूरी दीवार-पत्रिका’ के माध्यम से विभाग नवीन लेखन प्रतिभा को बढ़ाता है। तीनों वर्षों का पाठ्यक्रम जहाँ साहित्याध्ययन का संस्कार देता है, पत्रिका उन्हें लिखने का आधार प्रस्तुत करती है। इससे जुड़कर छात्रायें रिपोर्टर, संपादिका और लेखिका की कार्यशैली का अनुभव प्राप्त करती हैं। नुक्कड़ नाटक, काव्य- गोष्ठी, वाद- विवाद जैसी प्रतियोगिताएं छात्राओं को साहित्य एवं कलात्मकता से जोड़ती हैं। समय-समय पर छात्राओं को विश्वविद्यालय में होने वाली राष्ट्रीय संगोष्ठियों में भाग लेने का अवसर दिया जाता है।

वर्तमान समय में कई विदेशी कम्पनियां अपने व्यापार का विस्तार करना चाहती हैं और इसके लिए उन्हें हिन्दी प्रशिक्षकों की जरूरत पड़ती है। इसी प्रकार विदेशी राजदूतावासों में भी समय-समय पर हिन्दी प्रशिक्षकों की जरूरत पड़ती है और इस क्षेत्र में अच्छे वेतन का आकर्षण भी रहता है।

### शिक्षक वर्ग

डॉ. रेनु साहनी

डॉ. सरोज कुमारी (विभागाध्यक्षा)

श्री. मुकेश बर्णवाल

डॉ. योजना कालिया

एम.ए., एम.फिल., पीएच.डी.

एम.ए., एम.फिल., पीएच.डी., बी.एड

एम. ए., एम.फिल. बी.एड.

एम.ए., एम.फिल. पीएच.डी.

### प्रस्तावित पाठ्यक्रम :

1 बी.ए. हिन्दी विशेष

2 हिन्दी ए.इ.सी.सी., ज़ी.इ., एस.इ.सी., और कोर विषय के रूप में (बी.ए.(प्रो.), बी.कॉम.(प्रो.), और अन्य ऑनर्स के लिए

### नोट :

- जिन छात्राओं ने कक्षा 12वीं तक हिन्दी विषय पढ़ा है वे हिन्दी “ए” पढ़ेंगे ।
- जिन छात्राओं ने कक्षा 10वीं तक हिन्दी विषय पढ़ा है वे हिन्दी “बी” पढ़ेंगे और
- जिन्होंने कक्षा 8वीं तक हिन्दी विषय पढ़ा है वे हिन्दी “सी” पढ़ेंगे ।



# History

## **History is the Key to the Past and a Gateway to the Future**

At the college level History teaching extends across a broad range of subjects and geographical areas. We place emphasis on developing a critical attitude towards the study of History and its sources among the students. They are encouraged to study the past from a variety of perspectives and to understand the world they inhabit as a product of historical processes and conscious choices. Since History teaching and writing has moved towards an interdisciplinary approach, hence it involves close collaboration with other disciplines such as Sociology, Political Science, Economics and Literary Studies. During the course of their study students also develop the important skills of communication and presentation, argument and debate, teamwork and time management, all of which will help them prepare for life after college. The discipline of history opens up many possibilities for the students. Besides teaching and research, learning of history is useful for the purpose of joining administrative services. Students who have some background in the areas of Arts and Humanities can also utilize their study of history by training for the field of cartography (map making) and atlas making. Mass media and tourism are the other fields which welcome students with background in history. Other interesting places for the students to work are the archives and museums while archaeology also provides an interesting professional opportunity.

Apart from the curriculum, the students are also involved in the extra-curricular activities organized by the History Society – “Sanskriti”, from time to time. Every year a Memorial Lecture is organized in the memory of our colleague, Late Dr. Alka Rani. Other lectures/ seminars are also organized as also an educational trip to a historical site/s which is a good opportunity to learn about history in an engaging manner.

### Faculty Members

Ms. Rupalee Verma	M.A.
Dr. Yuthika Mishra	M.A, M.Phil, Ph. D.
Dr. Swati Ranjan Choudhary	M.A, Ph.D.
Ms. Gopika Bhandari ( <b>Teacher-in-Charge</b> )	M.A, M.Phil.
Dr. Sandhya Sharma	M.A, M.Phil, Ph.D.



## **B.Sc. (Hons.) Home Science**

The college is introducing B.Sc. (Hons.) Home Science from this year. This course offers essential knowledge, skills and aptitude in all areas of Home Science to students through teaching, research and application in employment in important organizations in the areas of research, food and textile industries, dietetic practice, education, child development, strategic planning, and communication technologies. The course also opens avenues for higher education and specialization, and trains students to take up key roles in extension and community outreach programmes. Home Science integrates the essential aspects of sciences, social sciences, and technology in the enhancement of the quality of human life. It is therefore an interdisciplinary approach.

The B.Sc. (Hons.) Home Science programme provides five windows of opportunity for students to acquire knowledge, information and expertise in:

- Food and Nutrition
- Human Development and Childhood Studies
- Resource Management and Design Application
- Development Communication and Extension
- Fabric and Apparel Sciences

Student will learn the fundamental principles and foundation in all five areas to enable them to contribute value and meaning back to the society.

The objectives of the B.Sc. (Hons.) Home Science Programme are to:

- Enable students with knowledge, skills, attitudes and values to do community work in all areas of Home Science.
- Ensure global competitiveness and excellence in theory and research.
- Prepare the students for higher education such as Master's Programme in their respective specialization.
- Train the students to take science from lab to community to improve quality of life of people

The B.Sc. (Hons.) Home Science Programme will also focus on developing and enhancing the following attributes in students:

- Disciplinary knowledge in all five areas of learning
- Communication skills in receiving and conveying various message in the community
- Skills and scientific temperament towards research methods that is relevant and clear
- Cooperation and collaboration with team spirit
- Self-directed learning with ability to work independently
- Multicultural competence with comfort in diverse socio-cultural context
- Moral and ethical awareness and reasoning
- Leadership quality and ability to organize and mobilize teams for problem solving

### **Faculty Members**

Mrs. Purnima Vir

Dr. Sukhneet Suri (**Teacher-in-Charge**)

M.Sc.

M.Sc., PGDDPHN, Ph.D.



## Mathematics

Mathematics is the queen of sciences. Maths is the most beautiful among subjects as all the subjects originate from Maths. Maths is applied in all spheres of our day to day life. Concepts of Mathematics help us in our logical ability, creative thinking and reasoning aptitude. Maths makes one smarter and keeps one ahead of the others. Basically every good position in the business world requires some understanding of Maths.

In every semester, students have hands-on practice on computers. They visualize the various things, i.e. graphs of functions, solving differential equations and optimization of the problems. In this way, they actually visualize the topics, which they have studied in theory. They also see rotations and manipulations of the graphs with the cursor.

### Possible career choices:

- Accountancy & Professional Service
- Actuarial Profession
- Banking - Investment Banking
- Banking - Retail Banking
- Computing & IT
- Engineering Sciences
- General Management
- Operational research
- Postgraduate Study - MSc & Taught Courses
- Postgraduate Study – Ph.D
- Statistical research
- Teaching

### **Faculty Members**

Mrs. Vinay Trehan ( <b>Teacher-in-Charge</b> )	M.A., M.Phil
Mrs. Anju Nagpal	M.Sc., M.Phil
Mrs. Anita Bakshi	M.Sc., M.Phil
Mrs. Seema Taneja	M.A., M.Phil
Dr. Sandhya Jain	M.A., M.Phil, Ph.D.



## Music

Music is an integral part of the rich cultural heritage of India. Hindustani classical music is being offered in the college as one of the discipline subjects in B.A. Programme. Its study (theory and performance) will acquaint the students with the origin, development and prevalent forms of Hindustani classical music. With the rapid growth in the music industry all over the world, aspiring students can make a lucrative carrier in performing, composing, music education, music production for films and documentaries and music journalism.

### Faculty Members

Dr. Neeta Mathur

M.A., M.Phil., Ph.D.

Dr. Deepa Varshney (**Teacher-in-Charge**)

M.A., M.Phil., Ph.D.



## Political Science

The Department of Political Science is one of the oldest in the college. Studying Political Science prepares one not only for employment but for life as an informed citizen and helps to develop analytical and professional skills. Studying Political Science can open up a wide range of job opportunities in the public, private and the not-for-profit private sectors. It provides students with a solid background on governmental, institutional and political behaviour. The Honours programme helps students to embark upon a broad spectrum of career choices ranging from journalism and law by developing critical skills by training them to use different approaches. Political Science is also offered as a discipline subject in B.A. Programme.

The students are involved in various academic and extra-curricular activities in the entire year through debates on contemporary issues, quizzes, lectures or seminars organized by the department. Educational trips to the Parliament/ Rashtrapati Bhavan are also organized.



Well-qualified and sincere faculty members teach this course, although the department does not have permanent faculty as yet.

# संस्कृत

विश्व की प्राचीनतम भाषाओं में से एक संस्कृत भाषा है, संस्कृत को देववाणी भी कहा जाता है। समस्त ज्ञान, विज्ञान, सभ्याचार एवं जीवन दर्शन संस्कृत वाङ्मय में निबद्ध है। इस भाषा के अध्ययन के पश्चात् अध्येता को शास्त्र-ज्ञान, वेद-विद्या, भारतीय-दर्शन, संस्कृत साहित्य को समझने में सहायता मिलती है। इसके अतिरिक्त संस्कृत अध्ययन रोजगार के अनेकविध अवसर प्रदान करता है। इससे योग, आयुर्वेद, ज्योतिषशास्त्र, वास्तुशास्त्र में कैरियर बनाने में सहायता मिलती है। पुरातत्व, संग्रहालयविज्ञान एवं पांडुलिपिविज्ञान संबंधी क्षेत्रों में कार्य करने के लिए संस्कृत-अध्ययन प्रत्यक्ष-अप्रत्यक्ष रूप से सहायक है। जन-सामान्य के मध्य संस्कृत-भाषा के प्रचार-प्रसार के लिए बहुविध संगठन क्रियाशील हैं, जहां बड़ी संख्या में संस्कृत-प्रशिक्षकों की आवश्यकता रहती है।

विवेकानंद महाविद्यालय में संस्कृत विषय ऑनर्स स्तर पर एवं बी० ए० प्रोग्राम में एक प्रमुख विषय के रूप में पढ़ाया जाता है। संस्कृत एम०ए० की छात्राओं को भी महाविद्यालय में प्रवेश की सुविधा उपलब्ध है। शोध कार्य में रुचि रखने वाली छात्राएँ भी इस विषय का चुनाव कर विविध क्षेत्रों में कार्य करने में सक्षम होती हैं।

वर्तमान युग में संस्कृत विश्व अध्ययन के साथ-साथ विविध क्षेत्रों में सफलता के नए आयाम खोलता है। तुलनात्मक भाषा का अध्ययन करने वाले भी इसे पढ़कर अनेकविध शोध कार्य करते हैं। पत्रकारिता को करने वाली छात्राओं को भी संस्कृत विशेष का अध्ययन लाभकर है। विदेश में भी संस्कृत के विद्यार्थी कार्य करने में सक्षम हैं।

## शिक्षक वर्ग

डॉ० धनपति देवी कश्यप (विभागाध्यक्षा)

एम० ए०, एम० फिल०, पीएच० डी०



## Add-on-Programmes

Keeping in mind the holistic development of young women and their empowerment through

skill building in today's challenging world, the college runs three UGC sponsored Add-on programmes:

- (1) Translation
- (2) Hindi Patrakarita
- (3) Proficiency in Spoken English

These programmes enhance career opportunities and open new avenues for the young women, especially those who come from disadvantaged backgrounds but have the determination to make a mark in life.

**Proficiency in Spoken English** is a UGC approved add-on programme offered by the college. The objective of the programme is to hone the communicative skills of the students in English with a clear focus on job interviews, group discussions, speech, and other day-to-day dealings. Students from non-English background are the main focus of the programme as this helps them acquire English-speaking skills and gain self-confidence.

**Hindi Patrakarita** is a UGC-funded 4-month certificate programme. The programme aims at acquainting the students with the technicalities of journalism, both print and electronic media, and to hone their skills for a prospective career in the same field. Noted media persons and faculty members from within and outside the college deliver the lectures. The duration of the programme is 4 months, comprising 24 lectures. The classes are held twice a week, each class spanning 90 minutes. Eligibility is 10+2 from a recognized educational board. Students from School of Open Learning (SOL) and Non-Collegiate Women's Education Board (NCWEB) can also apply for the programme. The fee shall be informed later.

**Translation and Interpretation** is a UGC sponsored certificate programme offered by the college comprising 25 lectures over a span of 3-4 months, followed by an examination of two and a half hour duration. Students from SOL, NCWEB and other colleges can also apply. The programme aims at training the students in inter-language translation, particularly Hindi to English and vice versa, with a focus on translation theories and in-class assignments and class tests. The programme provides the students with ample job opportunities in the related field. The course fee is Rs. 1500/- per student.

**Certificate Course in German Language:** The College offers a self-financed, part-time Certificate Course in German language. The course provides skill knowledge to its students and enhances their employability. This course is affiliated to the Department of Germanic and Romance Studies, University of Delhi and is run as per official guidelines received. The course is run in the annual mode with an annual exam as per the University of Delhi schedule. Successful students receive their certification documents from the college office – as and when issued by the University of Delhi.

Candidates who have passed the Senior School Certificate Examination (10+2) of the Central Board of Secondary Education, New Delhi, or an examination recognized as equivalent thereto with an aggregate of at least 45% marks are eligible to apply. Total number of seats are limited to 60 and admission shall be made in order of merit based on marks in 10+2. The classes are held in the afternoon after regular classes. A total of 6 hours in a week will be held. The course fee is as follows:

Rs. 10,000/- for Vivekananda College students\*

Rs. 13,000/- for other students of University of Delhi\*

\*Please note that Examination Fee is separate and will be charged at the time of collection of Examination forms.

Admission notifications will be displayed on the College Notice Board and College website.

**Legal Awareness** is another short-term add on course that the college ran successfully last year in collaboration with the Delhi State Legal Authority (DSLAA).

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# STUDENT LIFE

## National Service Scheme

The college has a vibrant N.S.S. organization that carries out activities throughout the year, and helps to inculcate the essential virtues of service and sacrifice in students. It is a voluntary body of students interested in the welfare of society. It is sponsored by the Ministry of Sports and Youth Affairs. The activities are organized at the college and community level under the guidance of a NSS Programme Officer. Work camps are held in neighbouring villages from time to time. In urban areas, visits are organized to social institutions, training institutions, hospitals etc. Inside the campus, blood donation, cleanliness and health education drives are held on a regular basis.



**Programme Officer** : Dr. Sandhya Jain

## Sports

The college imparts training to students who are willing to take part in different games. Students achieve distinctions and many of them are selected for inter-university and National Games. The college offers the following sports: athletics, hockey, archery, netball, softball, taekwondo. The College conducts extra-murals where the teams participate and win competitions at inter-college, inter-state and inter-university levels and at All India Nationals, Women Festivals, etc. Students who win distinctions in the above competitions are given prizes on the Sports Day and Annual Day. A zestful Sports Day is organized every year, where all college students, teachers and karamcharis participate enthusiastically.

Students who represent the college in inter college competitions, inter-university competitions and national level competitions can, after completing the undergraduate programme, take up:

- Diploma in Physical Education (2 years)
- N.S.N.I.S. Diploma in Coaching (1 year)
- Master of Physical Education (2 years, after completing Diploma in Physical Education)

Students after completing their diploma can get employment in various sectors like teaching in school and colleges, gym operations, being a specialized Coach in respective games, etc.

**Director of Physical Education** : Dr. Meera Sood      M.P.Ed., Ph.D.



## Academic Societies

Each department of the College has its own Society which provides a platform for creative thinking by organizing competitions at the college/ inter-college/inter-university levels.

### College Magazine and the Wall Magazine

**ISHA**, the college magazine, remarkable for its multi-linguality, is brought out annually and gives an opportunity to students to express their creativity in English, Hindi, French and Sanskrit. It gives a chance to budding poets, story-tellers and essayists to give expression to their creative urges. Besides, students are also provided with an opportunity to become student editors, illustrators, etc.

**Kasturi** is an initiative of the Hindi Department of the college and encourages creative writing. It provides opportunities for self-expression and discussion on various topics for students. The best entries are incorporated in the *ISHA*.

### Women's Development Cell

The Women's Development Cell provides a platform to students to generate awareness about various contemporary political and social issues through group discussions, debates, paper presentations, theatre and workshops, etc.

### Students' Union (including Cultural Council)

The Students' Union is an active organization which, with the guidance of a committee of teachers, provides effective leadership in various cultural activities geared to inculcate the best in the students, through educational tours, cultural activities, academic activities and get-togethers. The inter-college winter festival **Pallavi** showcases the multifarious talents and enthusiasm of the students and is the high point of the activities organized by the Students' Union. The Students' Union of the college is affiliated to Delhi University Students' Union.

To ensure wholesome education of the students, the students are actively motivated throughout the year to explore their diverse talent, apart from classroom teaching. The primary aim is to nurture and provide platforms for a variety of activities including dance, debating, music, art and craft, quiz, photography, fashion, environment awareness, and creative writing. A lively cultural ambience has had a positive influence on the personality of our students. They participate and learn to appreciate the values of healthy competitiveness. These cultural activities help in boosting their confidence as they learn beyond walls and imbibe lessons of team work, management and organization. The college offers a range of cultural activities through the following societies:

**Indian Music Society – 'Swarlipi'**: Deals with diverse genres of Indian music such as 'Indian Classical', 'Hindustani Vocal', 'Qawwali', 'Sufi' and also 'Bollywood'.

**Western Music Society – 'Vibes'**: Introduces and encourages students to appreciate instrumental and vocal western music.

**Indian Classical Dance Society – 'Nrityam'**: Seeks to develop an understanding of various Indian classical dance forms among students and appreciate them.

**Indian Folk Dance Society – 'Thirkan'**: The vibrant multiple folk dances of India are practiced and performed by students.

**Western Dance Society – 'Vivacious'**: Students practice and perform dance routines comprising of many contemporary dance forms.

**Film Society – 'Cine-Craze'**: Regularly screen films/ documentaries/ short clips are aired in college premises to enlighten students on the art and craft of film making and appreciation.

**Art and Craft Society – 'Kalakriti'**: Students are encouraged to explore their varied skills including drawing, painting, sketching, etc. to produce handicrafts and artefacts. Their work is displayed during college functions. These students are also responsible for decorating the college for such events.



**Debate Society – ‘Aspiring Intellectuals’:** Interested students are groomed in oratory skills to enable them to think logically and present their argument systematically.

**Quiz Society – ‘Zuizers’:** Quizzes on a range of themes are organized to familiarize students with a wide array of knowledge.

**Creative Writing Society – ‘Ehsaas’:** Many competitions including short story/ poetry/ monologue writing are organized to promote the writing talent of students in both Hindi and English. Selected articles are also published in the college magazine.

**Street Play (Nukkad Natak) – ‘Buniyaad’:** Students prepare and perform street plays on crucial contemporary problems to generate awareness. Theatre and acting trainers are also invited to conduct lessons and sessions for the students.

**Fashion Society – ‘Alluring Dazzlers’:** This is a fashion society with a difference, which breaks stereotypes about body and clothes. The themes range from ‘Save Wildlife’, ‘Recycling Waste’ to ‘Woman Power’.

**Photography Society – ‘Click-O-Mania’:** It seeks to transform the perspective of students and aids them to reflect it in their photography skills and its appreciation. This society organizes competitions, exhibitions and workshops on photography as well.

All these societies actively participate in inter college/ university competitions, organize intra-college and inter-college events and put enormous efforts in making each college function immensely successful. Each society is guided by faculty members.

\* All these societies are run subject to sufficient number of students in each society.

### **College Festival: Pallavi**

**Pallavi** – the college winter festival is an annual feature, which offers a platform for students to explore their individual talents in a variety of ways. Various cultural activities like dance, music, painting, collage-making, extempore, quiz, graffiti, fashion show, etc. are a source of great enjoyment for the students.

### **SPICMACAY: Society for the Promotion of Indian Classical Music and Culture Amongst Youth**

This is an organization that draws the students back to their roots by sensitizing and acquainting them with ancient traditions of classical music and dance through programmes by renowned artistes.



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## Scholarships

The **Government of NCT of Delhi** awards scholarships to students belonging to the reserved category and economically weaker families and low-income groups.

**College Scholarships (on Annual Day):** The following scholarships are given to the students annually. The criteria, availability & amount of scholarship may be changed based on the recommendation of the instituting authority.

- 1. Geetika Nagpal Khurana Scholarship (Instituted in 2006)**  
This scholarship is given to an Honours student of III year, one from each discipline (except B.Com. Hons.), on the basis of highest marks in II year University exams. It is also given to a student from II year English (H) on the basis of highest marks in I year University Examination.
- 2. Naman and Mehaan Ahluwalia Scholarship (Instituted in 2008)**  
The scholarship is given to a student of Applied Psychology (Hons.) III year on the basis of highest marks in II year University examination.
- 3. S. Neela Memorial Scholarship (Instituted in 2009)**  
This scholarship is given to the best student of B.A. (Prog.) from II year who has secured highest marks in I year Exam in Music or on the recommendation of the Teacher-in-Charge of the Music Department.
- 4. Neelima Chandra Memorial Award (Instituted in 2007)**  
This award is given to an outstanding sports student on the basis of her contribution to the college, in the field of sports on the recommendation of the Sports Committee.
- 5. Smt. Swadesh Gandhi Memorial Award (Instituted in 2007)**  
This award is given to an outstanding sports student on the basis of her contribution to the college in the field of sports on the recommendation of the Sports Committee.
- 6. Shri J.N. Seth Memorial Award (Instituted in 2008)**  
An annual award of Rs. 5000/- only is given to a needy and meritorious student of III year B.A. (Prog.), on the basis of her II year University Examination marks. She should have scored a minimum of 55% marks and cleared all her papers. The eligibility for the scholarship is decided on the basis of an interview.
- 7. Prof. V.K. Dublish Memorial Award (Instituted in 2008)**  
An annual award is given to the student of English (Hons.) III year whose combined marks of 4 semesters is the highest.
- 8. Suniti Goyal Memorial Prize (Instituted in 2006)**  
A silver medal is given to the student who tops in the Hindi (Hons.) III year University Examination.
- 9. Dr. Bhol Nath Tiwari Protsahan Puruskar (2012)**  
An annual award is given to a student of B.A. (Hons.) Hindi III year on the basis of highest marks of Hindi (H) II year.
- 10. Lt. Sh. N.N. Roy Choudhury Scholarship (2012)**  
An annual award is given to the Best Student of the College for the current academic year.
- 11. Sultan Chand Dropadi Devi Memorial Scholarship (Instituted in 2010)**  
An annual award is given to a student of B.Com (Hons.) III year, who has secured highest marks (70% and above) in B.Com (H) II year University Examination. If in any year, two or more applicants secure equal number of marks, the value of the scholarship shall be divided equally amongst them.

- 12. Dr. Usha Aggarwal Tejaswini Scholarship (Instituted in 2010)**  
An annual award is given to a student of B.Com. (Prog.) III year, who secured highest marks (70% and above) in B.Com. (Prog.) II year University Exam respectively. If in any year, two or more applicants secure equal number of marks, the value of the scholarship shall be divided equally amongst them.
- 13. Sultan Chand Memorial Scholarship Endowment (Instituted in 2011)**  
An annual award is given to a student of B. Com (Hons.) II year, who has secured the highest marks in B.Com (H) I year Semester II University Examination. If in any year, two or more applicants secure equal number of marks, the value of the scholarship shall be divided equally amongst them.
- 14. Shri Sultan Chand Memorial Scholarship Endowment (2017)**  
An annual award is given to the students of B.Com. & B. Com (Hons.) II year and Pass out students, who has secured the highest marks in B.Com. & B.Com. (H) I Year and III Year University Examination. If in any year, two or more applicants secure equal number of marks, the value of the scholarship shall be divided equally amongst them.
- 15. Post Matric Scholarship (for SC & OBC students only) (instituted by Govt. of NCT of Delhi, Department of the Welfare of SC/ST/OBC/Minorities, B-Block, II Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002)**  
The scholarship is given to the SC/ OBC students whose family income is less than Rs. 2 Lacs per annum. Scholarship forms are made available in the month of August. For more details/ information, please visit: [www.sestwelfare.delhigovt.nic.in](http://www.sestwelfare.delhigovt.nic.in).
- 16. Merit Scholarship (for SC/ST/OBC/Minority) (instituted by Govt. of NCT of Delhi, Department of the Welfare of SC/ST/OBC/Minorities, B-Block, II Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002)**  
The scholarship is given to the SC/ST/OBC/Minority students who have obtained 60% and above in Senior Secondary Exams/ Previous classes. Scholarship forms will be available in the month of August. For more details/ information, please visit: [www.scstwelfare.delhigovt.nic.in](http://www.scstwelfare.delhigovt.nic.in).

## **Fee Concession & Students' Aid Fund**

The college grants Fee Concession to very needy and deserving students. An application for fee concession, filled on the prescribed form (available with the Cashier), must be submitted to the office on the dates announced for the purpose.

The Students' Aid Fund has been established for helping needy and deserving students. Application for assistance under this scheme must reach the college office by the dates notified for the purpose.

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# **ADMISSION**

**2020-2021**

## **Important Committees during Admission**

Officiating Principal : Dr. Hina Nandrajog  
PIO : Dr. Renu Sahni  
APIO : Mr. Javed Siddiqui

### **Admission Committee**

Mrs. Purnima Vir (Convenor) & Nodal Officer  
Dr. Yojna Kalia (Co-Convenor)  
Dr. Jyotika Elhance  
Dr. Swati Ranjan Choudhary  
Dr. Deepa Varshney  
Ms. Sophia Pde  
Mrs. Sushma Aggarwal

### **Enabling Committee/ Equal Opportunity Cell**

Ms. Sophia Pde - [sophia\\_pde@hotmail.com](mailto:sophia_pde@hotmail.com)  
Dr. Yojna Kalia - [yojnakalia73@gmail.com](mailto:yojnakalia73@gmail.com)  
Dr. Dhanpati Devi Kashyap - [dhanpatidevikashyap@gmail.com](mailto:dhanpatidevikashyap@gmail.com)  
Dr. Ranjeeta Phukan - [phukan\\_r@rediffmail.com](mailto:phukan_r@rediffmail.com)  
Dr. Sunil Verma - [verma.sunil77@gmail.com](mailto:verma.sunil77@gmail.com)

### **Internal Complaints Committee (against Sexual Harassment)**

Ms. Seema Taneja (Presiding Officer) - [tanejaseema2009@gmail.com](mailto:tanejaseema2009@gmail.com)  
Mrs. Anju Nagpal - [anjunagpal65@gmail.com](mailto:anjunagpal65@gmail.com)  
Mrs. Anita Bakshi - [abakshi2009@hotmail.com](mailto:abakshi2009@hotmail.com)  
Mrs. Veena Sharma - [veenasharmavnc@gmail.com](mailto:veenasharmavnc@gmail.com)

### **Grievance Committee regarding Admission**

Mrs. Anju Nagpal  
Mrs. Seema Taneja

### **ECA & Sports Admission**

Dr. Veena Jain - Nodal Officer for ECA Admissions  
Dr. Meera Sood - Nodal Officer for Sports Admissions

### **Help Desk Committee for General Admission**

Mrs. Purnima Vir  
Dr. Yojna Kalia

### **Grievance Sub-Committee for SC/ST/OBC/EWS/PwD Admission**

Dr. Swati Ranjan Choudhary, Liaison Officer, SC/ST  
Dr. Ranjeeta Phukan, Liaison Officer, OBC  
Dr. Pavan Gupta, Liaison Officer, EWS  
Mr. Mukesh Burnwal, Liaison Officer, PwD

### **Anti Ragging Committee**

Mrs. Anju Nagpal  
Mrs Poonam Gupta

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**TABLE-I****ALLOCATION OF SEATS**

SUBJECTS	TOTAL SANCTIONED STRENGTH	UR	OBC (27%)	SC (15%)	ST (7.5%)	EWS (10%)	SUPERNUMERARY			
							PwD (5%)	KM (5%)	SPORTS (3%)	SECA (2%)
B.A. (Prog.)	192	78	52	29	14	19	10	10	06	04
B.Com. (Prog.)	144	58	39	22	11	14	07	07	04	03
B.Com. (Hons.)	98	40	26	15	07	10	05	05	03	02
B.A.(Hons.) Applied Psychology	49	20	13	07	04	05	02	02	01	01
B.A.(Hons.) English	58	23	16	09	04	06	03	03	02	01
B.A.(Hons.) Hindi	58	23	16	09	04	06	03	03	02	01
B.A.(Hons.) History	58	23	16	09	04	06	03	03	02	01
B.A.(Hons.) Political Science	58	23	16	09	04	06	03	03	02	01
B.A.(Hons.) Sanskrit	58	23	16	09	04	06	03	03	02	01
B.Sc.(Hons.) Mathematics	58	23	16	09	04	06	03	03	02	01
B.Sc. (Hons.) Home Science (Introduced from 2020-21)	30	12	08	05	02	03	02	02	01	01
<b>Total</b>	<b>861</b>	<b>346</b>	<b>234</b>	<b>132</b>	<b>62</b>	<b>87</b>	<b>44</b>	<b>44</b>	<b>27</b>	<b>17</b>

**TABLE-II****DISCIPLINE-WISE B.A. (PROG.) SEAT MATRIX**

S. NO.	COMBINATIONS	TOTAL	UR	OBC (27%)	SC (15%)	ST (7.5%)	EWS (10%)
		SANCTIONED STRENGTH					
1	COMP - ECO	14	6	4	2	1	1
2	COMP -ENG	13	5	4	2	1	1
3	COMP - MATHS	16	8	4	2	1	1
4	COMP – POL. SC.	9	4	2	1	1	1
5	ECO - FR	10	3	3	2	1	1
6	ECO - MATHS	11	4	3	2	1	1
7	ECO – POL. SC.	14	6	4	2	1	1
8	ENG – FR	14	6	4	2	1	1
9	ENG - FT	14	6	4	2	1	1
10	FT – HS	12	5	3	2	1	1
11	FT – POL. SC.	10	3	3	2	1	1
12	HS - MU	12	5	3	2	1	1
13	HS – POL. SC.	20	9	5	3	2	1
14	HS – SKT	10	3	3	2	1	1
15	MU - SKT	13	5	4	2	1	1
	<b>TOTAL</b>	<b>192</b>	<b>78</b>	<b>53</b>	<b>30</b>	<b>16</b>	<b>15</b>



**LIST OF GENERIC ELECTIVE SUBJECTS**  
**FOR THE YEAR: 2020-2021 FOR I YEAR STUDENTS**

SR. NO.	SUBJECT
1	COMMERCE
2	COMPUTER APPLICATION
3	ECONOMICS
4	ENGLISH
5	HOME SCIENCE (Food Tech.)
6	HINDI
7	HISTORY
8	MATHEMATICS
9	POLITICAL SCIENCE
10	SANSKRIT

**NOTE :** GE from the above list will be offered subject to sufficient number of students in the respective subject, failing which the subject will not be offered. The paper to be offered shall be decided by the respective department if there is more than one choice.

# **SCHEDULE FOR UG ADMISSIONS : 2020-2021**

## **Schedule for UG Merit Based Admission for the academic session 2020-2021 (as per the Delhi University Notification dated 25.09.2020)**

<b>Cut Off</b>	<b>Date, Day and Timings</b>
Admission against 1 <sup>st</sup> Cut Off	Monday, 12.10.2020 from 10.00 a.m. to Wednesday, 14.10.2020 till 5.00 p.m.
Last day of Payment against 1 <sup>st</sup> Cut Off	Friday, 16.10.2020 till 11.59 p.m.
Admission against 2 <sup>nd</sup> Cut Off	Monday, 19.10.2020 from 10.00 a.m. to Wednesday, 21.10.2020 till 5.00 p.m.
Last day of Payment against 2 <sup>nd</sup> Cut Off	Friday, 23.10.2020 till 11.59 p.m.
Admission against 3 <sup>rd</sup> Cut Off	Monday, 26.10.2020 from 10.00 a.m. to Wednesday, 28.10.2020 till 5.00 p.m.
Last day of Payment against 3 <sup>rd</sup> Cut Off	Friday, 30.10.2020 till 11.59 p.m.
Admission against 4 <sup>th</sup> Cut Off	Monday, 02.11.2020 from 10.00 a.m. to Wednesday, 04.11.2020 till 5.00 p.m.
Last day of Payment against 4 <sup>th</sup> Cut Off	Friday, 06.11.2020 till 11.59 p.m.
Admission against 5 <sup>th</sup> Cut Off	Monday, 09.11.2020 from 10.00 a.m. to Wednesday, 11.11.2020 till 5.00 p.m.
Last day of Payment against 5 <sup>th</sup> Cut Off	Friday, 13.11.2020 till 11.59 p.m.
<b>Session Commences</b>	<b>Wednesday, 18.11.2020</b>
Admission Against Special Cut-Off	Wednesday, 18.11.2020 from 10.00 a.m. to Friday, 20.11.2020 till 5.00 p.m.
Last day of Payment against Special Cut-Off	Sunday, 22.11.2020 till 11.59 p.m.

- In case vacant seats are left, further Cut-Offs may be announced by the University to fill the vacant seats.

### **Important :**

**For further updates on Information regarding Admissions : 2020-2021 and Academic Calender, Please visit DU Website : <http://www.du.ac.in>**

## **SCHEDULE FOR PG ADMISSIONS : 2020-2021**

**Schedule for PG Entrance/Merit Based Admission for the academic session 2020-2021 (as per the Delhi University Notification dated 25.09.2020)**

<b>Cut Off</b>	<b>Date, Day and Timings</b>
Admission against 1 <sup>st</sup> Merit List	Monday, 26.10.2020 from 10.00 a.m. to Wednesday, 28.10.2020 till 5.00 p.m.
Last day of Payment against 1 <sup>st</sup> Merit List	Friday, 30.10.2020 till 11.59 p.m.
Admission against 2 <sup>nd</sup> Merit List	Monday, 02.11.2020 from 10.00 a.m. to Wednesday, 04.11.2020 till 5.00 p.m.
Last day of Payment against 2 <sup>nd</sup> Merit List	Friday, 06.11.2020 till 11.59 p.m.
Admission against 3 <sup>rd</sup> Merit List	Monday, 09.11.2020 from 10.00 a.m. to Wednesday, 11.11.2020 till 5.00 p.m.
Last day of Payment against 3 <sup>rd</sup> Merit List	Friday, 13.11.2020 till 11.59 p.m.
<b>Session Commences</b>	<b>Wednesday, 18.11.2020</b>

- In case vacant seats left, further Merit Lists may be announced by the University of Delhi.

### **Important :**

**For further updates on Information regarding Admissions : 2020-2021 and Academic Calender, Please visit DU Website : <http://www.du.ac.in>**

# **Admissions Rules**

## **1. Programmes offered**

Undergraduate programmes are offered by the University through its affiliated colleges in three major streams of studies namely Arts / Humanities / Commerce under different faculties. The same are summarized below:

### **1.1 Arts / Humanities**

- a. Bachelor of Arts
- b. Bachelor of Arts [Honours]

### **1.2 Commerce**

- a. Bachelor of Commerce
- b. Bachelor of Commerce [Honours]

### **1.3 Science**

- a. B.Sc. (Honours) Home Science
- b. B.Sc. (Honours) Mathematics

## **2. Requirements for Admission**

**(As per Information Bulletin of Delhi University for UG Admission 2020-21)**

### **2.1 Qualifying Examinations**

Qualifying examinations for the purpose of admission to the first year of undergraduate courses offered by the University of Delhi shall be Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education or an examination recognized as equivalent thereto.

The applicants seeking admission to the undergraduate courses offered by the University should have passed the qualifying examination obtaining minimum marks as specified for each of the courses in subsequent sections.

### **2.2 Age Requirement**

As per Ordinance-I of the University, there is no minimum age bar for admission to the under- graduate and postgraduate courses in the University and its colleges except in the courses where the respective regulatory bodies, such as Medical Council of India (MCI), All India Council of Technical Education (AICTE), Bar Council of India (BCI), National Council for Teacher Education (NCTE), Dental Council of India (DCI), etc. have prescribed the minimum age requirement in their regulations.

**Gap year(s) will not be a bar for purposes of admission to the undergraduate courses.**

### **2.3 Equivalence Criteria**

The applications for admission to the Undergraduate courses in the Colleges in respect of applicants belonging to the Examining bodies of Boards / Universities recognized / accredited by the Association of Indian University / University Grants Commission / Ministry of Human Resource Development shall be considered by the College/Department in terms of the following recommendations as mentioned in the University circular letter of 13.01.2005.

That various degrees from Universities recognized by the Association of Indian Universities / University Grants Commission /All India Council of Technical Education (AICTE)/Council of Boards of School Education in India (COBSE)/ Ministry of Human Resource Development or by any bilateral agreement be considered as equivalent to corresponding degrees of the University of Delhi subject to the conditions that course duration is same as in the University of Delhi for purposes of determining eligibility for admission to various courses and further Departments / Colleges may be allowed to evolve procedure through their respective Admission Committees.

Senior School Certificate of various Boards recognized by Association of Indian Universities /Central Board of Secondary Education is considered as equivalent to the Senior School Certificate of Central Board for the purposes of eligibility to various Undergraduate courses.

Students who pass various Degree / School Examination of Foreign Universities / Boards as have already been approved by the Equivalence Committee, from time to time, be considered eligible as a matter of routine. The cases of only those applicants who do not fall in the list of Association of Indian Universities /University Grants Commission/ All India Council of Technical Education (AICTE)/Council of Boards of School Education in India (COBSE)/ Ministry of Human Resource Development recognized accredited Boards/ Universities shall be referred to the University on the basis of individual merit.

**Admission to any course shall not be granted on the basis of projected scores issued by any board /School.**

#### **2.4 Grade Conversion [As per AC Resolution No. 319, Dt. 22.3.1976]**

Formula/equivalence of the grade point average awarded in Cambridge School Certificate/ Malaysia/ Overseas /African G.C.E./Examination School Certificate Examination and / or 12th Grade Examination of American Embassy School, New Delhi with the percentage of marks as are awarded in the Higher Secondary Examination of the Central Board of Secondary Education, New Delhi, for the purpose of admission to different courses in the University of Delhi.

<b>Grade</b>	<b>Min.% of Each Grade</b>	<b>Grade</b>	<b>Mean Resultant Percentage</b>
1	90	A	90
2	75	B	75
3	66	C	60
4	61	D	40
5	57	E	30
6	51	F	Fail
7	47		
8	40		
9	Fail		

### 2.4.1 Admission to IB Students (IB Grade to Marks Scheme)

Grade	Indian Equivalent Marks	
7	96-100	Midpoint 98
6	83-95	Midpoint 89
5	70-82	Midpoint 76
4	56-69	Midpoint 62.5
3	41-55	Midpoint 48
2	21-40	Midpoint 30.5
1	1-20	Midpoint 10.5

### 2.4.2. Admission for University of Cambridge (International Examinations) Students

Grade	Percentage Uniform Mark Range	Mean Resultant Percentage
A*	90-100	Midpoint 95
A	80-89	Midpoint 85
B	70-79	Midpoint 75
C	60-69	Midpoint 65
D	50-59	Midpoint 55
E	40-49	Midpoint 45

\* Wherever G.C.E. Certificate indicates the grades; it will be treated at par with the grades of Indian School Certificate Examination for purposes of Admission requirements. (See Grade Conversion)

\* The Applicants seeking admission to an Honours Course must have passed the subject at Advanced level. For Geology and Anthropology Honours Courses, the applicant must have passed one Science subject at Advanced level out of Physics/Chemistry/ Mathematics/ Biology.

The Applicant seeking admission to Honours Course in Physics / Chemistry must have passed: Mathematics and Additional Mathematics at Ordinary level and at least one subject at Advanced Level out of (1) Pure Mathematics (2) Applied Mathematics (3) Mathematics (Pure and Applied) and (4) further, Mathematics or Additional Mathematics at Ordinary Level and one subject at advanced level.

The nomenclature of **Cambridge International Examinations has been changed to Cambridge Assessment International Education** w.e.f. 2017.

Further the University shall also treat the applicants passing the 10+2 exam from this board at par with the applicants passing 10+2 from other recognized boards and eligible for admission to UG courses of the University.

Further, the percentage uniform mark will be used by the University for admission purposes. Grades will not be converted to marks where percentage uniform marks are available.

**In case any board declares the percentage marks of individual subjects along with the grades, then percentage marks shall be taken into consideration.**

## **2.5. Rechecking/Revaluation**

The colleges shall consider admission of the applicants whose marks get increased in the process of rechecking/revaluation by their respective boards within the prescribed period of admission provided that such applicant fulfills the other eligibility conditions laid down for admission and seats are available in course/ college. The college will be required to update all the information on University Admission portal as per the University rules.

## **3. Programme-wise requirements**

### **3.1 Merit-Based Admission to Undergraduate Courses offered by the University**

Undergraduate courses are offered by the University through its affiliated colleges in various streams of studies under different faculties namely Arts, Social Sciences, Applied Social Sciences and Humanities, Commerce and Business Studies, Mathematical Sciences, Sciences and Inter-Disciplinary and Applied Sciences courses. The University of Delhi has implemented the Choice Based Credit System (CBCS) for all its undergraduate programmes (see Appendix X for information regarding course structure). The various criteria for eligibility for each of the courses offered at undergraduate level are listed below. **Applicants must check these thoroughly to see if they satisfy the requirements.**

### **3.2 Course-wise Merit List for Merit-based UG Admissions**

The suggested course-wise and category-wise merit list published on the University website shall be adhered to by all Colleges/ Departments of University of Delhi.

The marks entered by the applicant (at the time of registration on the UG Admissions Portal) will serve as the basis for computing the total marks for course-specific combinations of “**Best Four**” for admission in courses through the faculties of Arts, Commerce, Mathematical Sciences, Music, Social Sciences, Applied Social Sciences & Humanities, and “**Three Subjects**” for admission in courses under faculties of Sciences and Applied Sciences. This may be displayed on the UG Admissions Portal before the declaration of First Cut-Off marks by the Colleges/ Departments.

A separate updated merit list will be published as an Annexure for applicants whose marks are updated after the publication of the Suggested Course and Category-wise merit list.

In order to facilitate the said Merit List, the applicant may choose subjects as relevant from List A and List B.

### **3.3 Relaxations in Course-specific Eligibility Criteria**

- To determine their eligibility and merit, applicants from the SC/ST categories shall be given a relaxation to the extent of 5% in the respective eligibility criteria and merit for admission prescribed for applicants from the UR category. If, after giving 5% relaxation, these reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill all the reserved seats in the course concerned. Eligibility in such cases is pass percentage.
- To determine the eligibility and merit, applicants from the OBC category shall be given a relaxation in the respective eligibility in the qualifying examination to the extent of 10% of the eligibility marks prescribed for applicants from the UR Category. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the OBC category will be 36% (i.e. 40% minus 10% of 40%).

- Applicants from the PwBD category shall be given a relaxation in the respective eligibility for the course concerned in the qualifying examination to the extent of 5%. For example, if the minimum eligibility for admission to a course is 40% for the UR category applicants, the minimum eligibility for the PwBD category will be 38% (i.e. 40% minus 5% of 40%).
- Applicants from the CW category shall be given a relaxation of 5% in the respective eligibility for the course concerned in the qualifying examination. For example, if the minimum eligibility for admission to a course is 40% for the UR category applicants, the minimum eligibility for the CW category will be 38% (i.e. 40% minus 5% of 40%)
- Eligibility Criteria for merit-based admissions under the EWS category shall be identical to that of UR category.

### 3.4 Ascertaining Course-specific Eligibility and Calculating Merit Lists of Subjects:

<b>List A: Language Subjects</b>					
<b>List A1</b>					<b>List A2</b>
Assamese Core/ Assamese Elective	Gujarati Core/ Gujarati Elective	Maithili Core/ Maithili Elective	Odia Core/ Odia Elective	Tamil Core/ Tamil Elective	Arabic Core/ Arabic Elective
Bengali Core/ Bengali Elective	Hindi Core/ Hindi Elective	Malayalam Core/ Malayalam Elective	Punjabi Core/ Punjabi Elective	Telegu Core/ Telegu Elective	French Core/ French Elective
Bodo Core/ Bodo Elective	Kannada Core/ Kannada Elective	Manipuri Core/ Manipuri Elective	Sanskrit Core/ Sanskrit Elective	Urdu Core/ Urdu Elective	German Core/ German Elective
Dogri Core/ Dogri Elective	Kashmiri Core/ Kashmiri Elective	Marathi Core/ Marathi Elective	Santhali Core/ Santhali Elective		Italian Core/ Italian Elective
English Core/ English Elective	Konkani Core/ Konkani Elective	Nepali Core/ Nepali Elective	Sindhi Core/ Sindhi Elective		Persian Core/ Persian Elective
					Spanish Core/ Spanish Elective



<b>List B (Elective Subjects)</b>		
Accountancy	Computer Science/ Computer Applications/ Informatics Practices	Mathematics
Anthropology	Economics	Philosophy/ Logic and Philosophy
Biology/Biochemistry/Biotechnology	Geography	Physics
Business Mathematics	Geology	Political Science
Chemistry	History	Psychology
Civics	Home Science	Sociology
Commerce/Business Studies	Legal Studies	Statistics

### **Computing Merit Score: General Guidelines**

Course specific eligibility criteria determine the merit score on which admission to each course is based. Applicants must study these criteria carefully to understand if they qualify. The detailed course specific criteria are given below.

1. All academic subjects may be treated as “elective.” The subjects eligible for computation (subject to course specific criteria) are listed above in List A and List B.
2. The University may define any other relevant subjects as academic /elective for a particular course.
3. Merit is calculated through course-specific combinations of marks obtained in the qualifying examination in the “**Best Four**” subjects for admission to courses through the faculties of Arts, Commerce, Mathematical Sciences, Music, Social Sciences, Applied Social Sciences & Humanities and course-specific combinations of “**Three Subjects**” for admission to courses under the faculties of Sciences and Applied Sciences.

### **3.5 Special Instructions for Boards other than CBSE**

1. If a paper's title does not match with what is specified in List A and List B above, it is mandatory for the applicant to provide a content equivalence certificate from the Principal/Head of the Institution last attended, certifying that the paper's content is equivalent to NCERT Class XII syllabus for that paper. This equivalence certificate must be accompanied by a copy of the syllabus of the paper attested by the Principal/Head of the Institution. However, the University of Delhi's decision on the matter will be final and binding.
2. If the applicant has studied “Botany” and “Zoology” separately, the total of marks in both these papers must be entered in the respective fields for theory and practicals under the heading “Biology” in the field provided in your admission form.
3. If the applicant's marksheet contain both Class XI and XII marks, the applicant must enter **only the Class XII marks** in the respective fields provided in the admission forms.

4. Applicants should have passed theory and practical separately. Any paper with both theory and practical component will be considered only in the ratio **70 (theory) : 30 (practical)** if the theory component of the paper is less than 70%. The applicant should separately fill into the online Admission Form the marks obtained and maximum marks for theory and practical each, and the totals, as per their marksheet. In case the **theory/practical breakup is not specified**, the applicant will be required to enter only their total marks in the first field (“Theory”) for that paper in the online Registration Form.(See Appendix IX, Example 2 for sample calculations.)
5. “*Internal Assessment*” marks mentioned in the marksheet will not be used for any calculations. (See Appendix IX, Example 2 for sample calculations.)
6. Any discrepancy in the entry of marks pertaining to theory, practicals or totals will be the sole responsibility of the applicant. Applicants are advised to exercise utmost care in filling up the registration form as errors in entry may lead to summary rejection of the form.

#### **Merit-based admission to B.A. (Hons.) courses offered through the Faculty of Arts**

<b>Course</b>	<b>Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List</b>
<b>B.A. (Hons.) English</b>	<ul style="list-style-type: none"> <li>• An aggregate of 45% marks in the qualifying examination.</li> <li>• The applicant must have studied and passed English in the qualifying exam and should include English for calculation of ‘Best Four’ percentage.</li> <li>• Merit shall be determined on the basis of “Best Four” featuring one language and three best academic/elective subjects from among the subjects in List A and List B.</li> <li>• Inclusion of any subject other than those from List A and List B in the combination of best three will lead to a deduction of 2.5% per such subject included in the aggregate “Best Four” percentage.</li> <li>• An advantage of 2% in the ‘Best Four’ percentage will be given to those applicants who have studied English as an elective subject (See List A).</li> </ul>
<b>B.A. (Hons.) Hindi</b>	<ul style="list-style-type: none"> <li>• An aggregate of 45% marks in the qualifying examination.</li> <li>• Applicants securing 40% or more marks in the aggregate in and 50% marks in Hindi in the qualifying examination are also eligible for admission to the relevant Honours Course.</li> <li>• Applicants who have passed the intermediate Examination of an Indian University/Board with at least 40% marks in the aggregate and also “Prabhakar in Hindi” shall be eligible for admission.</li> <li>• The applicant must have studied and passed Hindi in the qualifying exam and should include Hindi for calculation of ‘Best Four’ percentage.</li> <li>• Merit shall be determined on the basis of “Best Four” featuring one language and three best academic/elective subjects from among the subjects in List A and List B.</li> <li>• Inclusion of any subject other than those from List A and List B in the combination of best three will lead to a deduction of 2.5% per such subject included in the aggregate</li> </ul>

	<p>“Best Four” percentage.</p> <ul style="list-style-type: none"> <li>• An advantage of 2% in the ‘Best Four’ percentage will be given to those applicants who have studied Hindi as an elective subject (See List A).</li> </ul>
<b>B.A. (Hons.) Sanskrit</b>	<ul style="list-style-type: none"> <li>• An aggregate of 45% marks in the qualifying examination.</li> <li>• Applicants securing 40% marks in the aggregate and 50% marks in the subject concerned are also eligible for admission to the relevant Honours Course.</li> <li>• Applicants who have passed the intermediate Examination of an Indian University/Board with at least 40% marks in the aggregate and also in the following examination shall be eligible for admission to the respective subject of the Honours Course given below: <ul style="list-style-type: none"> <li>◦ Shastri in Sanskrit</li> </ul> </li> <li>• The merit shall be determined on the basis of one language and three best academic / elective subjects from List A and List B above.</li> <li>• Inclusion of any subject other than those from List A and List B in the combination of best three will lead to a deduction of 2.5% per such subject included in the aggregate “Best Four” percentage.</li> <li>• For admission to Honours in any language course, advantage of 2% will be given in the aggregate ‘Best Four’ percentage to those applicants who have studied that particular elective language.</li> <li>• In case the applicant has not studied a language at qualifying examination level and is seeking admission to an Honours course in that language, deduction of 5% will be imposed on ‘Best Four’ aggregate percentage.</li> </ul>
<b>#B.A. (Hons.) Applied Psychology / History / Pol.Science</b>	<ul style="list-style-type: none"> <li>• An aggregate of 45% marks in the qualifying examination.</li> <li>• Merit shall be determined on the basis of one language and three best academic/elective subjects as specified in List A and List B.</li> <li>• Inclusion of any subject other than those from List A and List B in the combination of best three will lead to a deduction of 2.5% per such subject included in the aggregate “Best Four” percentage.</li> <li>• Out of three academic/elective subjects chosen above, one must be the concerned subject in which the admission is sought, failing which a deduction of 2.5% will be imposed on the aggregate “Best Four” percentage.</li> <li>• Admission to B.A. (Hons.) Applied Psychology will be based on ‘Best Four’ percentage as in B.A. (Hons.) Psychology.</li> </ul>

**Merit-based admission to B.A. (Programme)**

Applicants choose a combination of two “discipline” subjects from the combinations offered by the Colleges (see Appendix II to see the combinations and seats offered by respective colleges).

**Criteria for admissions to this course are based on the desired combination.**

<b>B.A. Prog. (Discipline Subject Combination based admission)</b>	<ul style="list-style-type: none"><li>• An aggregate of 40% marks in the qualifying examination.</li><li>• The merit shall be determined on the basis of one language (core/elective/functional) and three best academic/elective subjects as specified in List A and List B above may be chosen.</li><li>• One non-listed subject (besides the elective subjects in Lists A and B) can be included in calculation of ‘Best Four’ without any deduction.</li><li>• If more than one non-listed subject is included for calculation of ‘Best Four’, a deduction of 2.5% each in ‘Best Four’ may be levied in addition to deduction due to change of stream, if any.</li></ul>
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**Merit-based admission to B.Com. (Hons)/ B.Com. courses offered through the Faculty of Commerce and Business Studies**

Course	Course-specific Eligibility Criteria and Combination of Subjects for Calculation of Merit
<b>B.Com. (Hons.)</b>	<ul style="list-style-type: none"> <li>• An aggregate of 45% marks in the qualifying examination.</li> <li>• The applicant must have studied and passed Mathematics/Business Mathematics/ equivalent paper as specified in Appendix VIII at the qualifying examination for admission to B. Com. (Hons.).</li> <li>• Selection shall be made on the basis of marks obtained in qualifying examination including one language and three best subjects as per the following:               <ul style="list-style-type: none"> <li>◦ An aggregate of 45% or more in English/Hindi and combination of best three among the following subjects: Mathematics, Accountancy, Economics and Business Studies/ Commerce.</li> <li>◦ Inclusion of any subject from List B other than mentioned above in the combination of best three will lead to a deduction of 1% per subject on the aggregate.</li> </ul> </li> <li>• Inclusion of any subject other than those in List A and List B in the combination of best three will lead to a deduction of 2.5% per subject on the aggregate of the Best Four</li> </ul>
<b>B.Com.</b>	<ul style="list-style-type: none"> <li>• An aggregate of 40% marks in the qualifying examination.</li> <li>• Selection shall be made on the basis of marks obtained in qualifying examination including one language and three best subjects as per the following:               <ul style="list-style-type: none"> <li>◦ An aggregate of 40% or more in English/Hindi and combination of the best three from among the following subjects: Mathematics, Accountancy, Economics and Business Studies/ Commerce.</li> <li>◦ Inclusion of any subject from List B other than mentioned above in the combination of best three will lead to a deduction of 1% per subject on the aggregate.</li> </ul> </li> <li>• Inclusion of any subject other than those in Lists A and B in the combination of best three will lead to a deduction of 2.5% per subject on the aggregate of the Best Four</li> </ul>

**Merit – based admission to courses offered through the Faculty of Sciences**

<b>B.Sc.(Hons.) Home Science</b>	<ul style="list-style-type: none"> <li>• 50% or more marks in the aggregate of any three of Physics/ Chemistry, Biology/ Biotechnology/ Biochemistry and other subjects from List B.</li> <li>• Merit will be calculated based on aggregate percentage including at least one subject of Physics/Chemistry, Biology/ Biotechnology/ Biochemistry.</li> </ul>
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**Merit-based admission to B.Sc. (Hons) courses offered through the Faculty of Mathematical Sciences**

Course	Additional Eligibility Criteria and Course-wise Combination of Subjects for Merit List
<b>B.Sc. (Hons.) Mathematics</b>	<ul style="list-style-type: none"> <li>• 50% marks in Mathematics and an aggregate of 45% marks in the qualifying examination.</li> <li>• Merit shall be determined on the basis of one language, Mathematics and two best academic / elective subjects as specified in List A and List B above.</li> </ul>

**4. Reservations for SC/ST/OBC/EWS**

The merit list for the unreserved category (UR) seats will comprise all the applicants in order of merit. No one will be excluded from the same. In other words, the merit list will also include SC / ST / OBC / EWS applicants, irrespective of category, if they meet the criterion of merit for UR category. No applicant can be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC/EWS category. Such an applicant is entitled to be considered under the UR category, as well as under the reserved category. Admission to UR category seats will be strictly in order of merit without excluding SC/ST/OBC/EWS applicants. Discrimination on the basis of category/ caste is completely unlawful. The University of Delhi does not tolerate discrimination against any applicant/student on this basis. Strict action will be taken against any violations. Applicants seeking admission under SC/ST/OBC/EWS category will have to produce for verification certificates in their own names. Applicants seeking admission under SC/ST/OBC/EWS category will have to produce for verification certificates in their own names.

**4.1 Reservation of Seats for Scheduled Caste (SC) and Scheduled Tribe (ST) applicants**

- 22.5% of the total numbers of seats is reserved for applicants belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste and 7.5% for Scheduled Tribes, interchangeable if necessary).
- It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste / Scheduled Tribe applicants.
- Colleges shall not refuse admission to any SC/ST applicant on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be addressed; for this purpose remedial classes may be arranged by the College by utilizing grants available from University Grants Commission.
- Relaxation to the extent of 5% in the minimum marks shall be given to the applicants belonging to SC and ST to determine their eligibility and merit for admission to the course concerned.

• In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill all the reserved seats. (AC

Resolution A88, 14.6.1983) (EC Resolution 157, 24.12.2001). It is obligatory for all Colleges/Departments to fill all the seats reserved for SC/ST applicants. Eligibility in these cases is pass percentage.

The following are empowered to issue the requisite SC/ST certificate:

- a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/ Deputy Collector/ 1st class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub- Divisional Officer of the area where the Applicant and/ or his family normally resides.
- e) Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

The applicant must note that the SC/ ST Certificate from any other person/ authority shall not be accepted in any case. If the applicant happens to belong to SC or ST, applicant's caste/ tribe must be listed in the appropriate Govt. of India Schedule.

The Caste Certificate should clearly state: (a) Name of his/ her caste/ tribe (b) whether applicant belongs to SC or ST (c) District and the State or Union Territory of applicant's usual place of residence, and (d) the appropriate Govt. of India Schedule under which his/ her caste/ tribe is approved as SC or ST.

If the applicant does not have their SC or ST caste/tribe certificate at the time of registration/applying, they may upload the acknowledgement slip of the SC or ST caste/tribe certificate application. However, at the time of admission, the applicant will have to produce the valid original SC or ST caste/tribe certificate.

However, if an SC/ST Applicant seeks admission under some other category (for example: PwBD/Employee Ward, etc.) the applicant should satisfy the minimum eligibility requirement for that particular category.

**Note: SC/ST applicants who get admission under open merit (unreserved) shall not be included in the reserved quota, i.e. 22.5% (15% for SC and 7.5% for ST).**

It is obligatory for all Colleges/Departments to fill all the seats reserved for SC/ST applicants. Minimum Eligibility in these cases is pass percentage.
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### **Reservation of Seats for Other Backward Classes (OBC, Non-Creamy Layer, Central List)**

- 27% seats will be reserved for the applicants belonging to Other Backward Classes (OBC) (non-creamy layer, central list).
- At the time of giving admission to an OBC applicant, the College will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central (Govt. of

India) List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website [http://ncbc.nic.in/backward\\_classes/index.html](http://ncbc.nic.in/backward_classes/index.html).)

- The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).
- 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 'non-creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt. (ResI) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2019-2020, issued on or after 31st March, 2020.
- If the applicant does not have the OBC non-creamy layer certificate of the latest financial year 2019-2020 at the time of registration, the applicant may upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant must produce the recent financial year's (2019-20) OBC non-creamy layer certificate, issued by the same competent authority. This additional certificate must have reference of the applicant's already issued original caste certificate.
- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said course and for the admission entrance test a relaxation of 10% of the minimum eligibility marks prescribed for General/UR Category applicants. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the OBC category will be 36% (i.e. 40% minus 10% of 40%).
- It is a statutory obligation on the part of Colleges to fill all the seats reserved for OBC applicants.

#### **4.3 Reservation policy for Economically Weaker Sections (EWS)**

As per the University of Delhi notifications (Reference No. Aca. I / Reservation of EWSs / 2019/ 63 Dated 28th March 2019 and Reference No. Aca. I / Reservation of EWSs / 2019 / 101 Dated 15th May 2019), for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments / Centres / Colleges have reserved 10% seats for admission for the same in the Academic Year 2020-21. The eligibility of such applicants will be decided on the basis of fulfilling criteria prescribed in the above notifications, and subject to submission of documents, issued by the competent authority, in the format provided in Appendix V.

For further details applicants can visit:

<http://www.du.ac.in/du/uploads/Notifications/04042019-Notification-EWS.pdf>

#### **5. Reservation for Persons with Benchmark Disability; for Children/Widows of Personnel of the Armed Forces; Kashmiri Migrants; PM's Special Scholarship for J&K; nominated Sikkimese Students; Ward Quota**

##### **Reservation of Seats for Persons with Benchmark Disabilities (PwBD)**

As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than five percent (5%) seats are reserved for Persons with Benchmark Disabilities. "Person with benchmark disability" means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has



been defined in measurable terms, as certified by the certifying authority. It may be noted that the erstwhile Persons with Disability Act, 1995, under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.

PwBD applicants shall be given a relaxation in the course-specific eligibility in the qualifying examination and in the admission entrance test to the extent of 5%, till seats are filled. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the PwBD category will be 38% (i.e. 40% minus 5% of 38%).

The following specified categories of disabilities as mentioned in the Schedule to the Rights of Persons with Disabilities Act, 2016 [See clause (zc) of section 2 of Act of Rights of Persons with Disabilities Act, 2016] are eligible to get the benefit of the said reservation.

## **I. Physical disability**

### **A. Locomotor disability**

1. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—
2. "leprosy cured person" means a person who has been cured of leprosy but is suffering from—
  - (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eyelid but with no manifestation of deformity;
  - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
3. "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
4. "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;
5. "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
6. "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

### **B. Visual impairment—**

1. "blindness" means a condition where a person has any of the following conditions, after best correction—

- (i) total absence of sight; or
- (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
- (iii) limitation of the field of vision subtending an angle of less than 10 degree.

2. "low-vision" means a condition where a person has any of the following conditions, namely:

- (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
- (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

### **C. Hearing impairment—**

- (i) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
- (ii) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;
- (iii) "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

**II. Intellectual disability**, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

- (i) "*specific learning disabilities*" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- (ii) "*autism spectrum disorder*" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

### **III. Mental behavior :**

"Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

### **IV. Disability caused due to -**

(a) **Chronic neurological conditions, such as—**

- (i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
- (ii) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

**(b) Blood disorder—**

- (i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- (ii) "Thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
- (iii) "Sickle cell disease" means a haemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

**V. Multiple Disabilities (more than one of the above specified disabilities)**

- (i) Multiple disabilities including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
- (ii) **Any other category as may be notified** by the Central Government.

**Applicants must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the applicant.**

**5.1.1 Concessional/Waiver of fees in respect of Persons with Disabilities (PwBD)**

1. Applicants with physical disabilities pursuing various courses of study in the Faculties, Departments, Centres, and Institutions / Colleges of the University shall be exempted from payment of fees, including examination fee and other University fees, except Admission fee, subscription towards Delhi University students' Union and Identity Card fee (As per amendment to Ordinance X(4) of the University).
2. **PwBD applicants who meet the cut-off for the unreserved category and will take admission in the unreserved category (UR) will pay the fee relevant for PwBD applicant.**
3. As per the Executive Council Resolution No. 50 dated 03.11.2012, students with physical disabilities residing in different Hostels / Halls of the University are **exempted from payment of all hostel fees and charges** except refundable caution fee and the mess fees. Persons with Physical Disabilities who are students shall pay 50% of the Mess fee and the remaining **50% of their Mess Fee** will be met by the University of Delhi. **Similar norms are to be adopted by the Colleges in respect of PwBD Students residing in various hostels of the Colleges.**
4. PwBD students who are getting fellowships / financial assistance shall be exempted from payment of fees / charges / mess fees subject to the following conditions. **All admitted SC/ST, OBC, EWS, PwBD students in colleges who are eligible for fellowships should submit their scholarship forms to the requisite office by February for timely processing.**

<b>Value of Fellowship</b>	<b>Exemption of Fees Waiver etc.</b>
<b>Up to Rs. 3000/- per month</b>	<b>Fees waiver + 50% Mess Subsidy</b>
<b>Rs. 3001 to 8000 per month</b>	<b>Fees waiver but no Mess Subsidy</b>
<b>Rs. 8001 and above per month</b>	<b>No fees waiver and no Hostel Subsidy</b>

## **5.2 Reservation for Children/Widows of Personnel of the Armed Forces (CW)**

1. Five percent (5%) of seats are reserved for applicants under this category, course-wise in all colleges.
2. All such applicants have to upload the Educational Concession certificate in the enclosed format sample to be issued by any of the following authorities on the proper letterhead:
  - (a) Secretary, KendriyaSainik Board, Delhi.
  - (b) Secretary, Rajya ZilaSainik Board.
  - (c) Officer-in-Charge, Record Office.
  - (d) 1st Class Stipendiary Magistrate.
  - (e) Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

**No other format shall be permissible. Proofs of the CW category in the form of ID card of parent or dependent, Medical card, Ration card, CSD card, etc. are not admissible in lieu of certificate in correct format. The priority must be clearly mentioned in the certificate. Certificates that do not mention the relevant priority will not be considered.**

Admission may be offered to the Children/Widows of Personnel of the Armed Forces (Priority I to IX) including Para-Military Personnel (only Priority I to V), in the following order of preference:

- Priority I Widows/Wards of Defence personnel killed in action;**
- Priority II Wards of Defence Personnel disabled in action and boarded out from service with disability attributable to military service.**
- Priority III Widows/Wards of Defence Personnel who died while in peace time with death attributable to military service;**
- Priority IV Wards of Defence Personnel disabled in service and boarded out with disability attributable to military service;**

**Priority V Wards of Serving/Ex-servicemen including personnel of police forces who are in receipt of Gallantry Awards;**

- (i) ParamVir Chakra
- (ii) Ashok Chakra
- (iii) MahaVir Chakra
- (iv) Kirti Chakra
- (v) Vir Chakra
- (vi) Shaurya Chakra
- (vii) President's Police Medal for Gallantry
- (viii) Sena Medal (Gallantry), Nau Sena Medal (Gallantry), Vayu Sena Medal (Gallantry)
- (ix) Mention-in-Despatches
- (x) Police Medal for Gallantry

**Priority VI Wards of Ex-Servicemen.**

**Priority VII Wives of:**

- (i) Defence personnel disabled in action and boarded out from service.
- (ii) Defence personnel disabled in service and boarded out with disability attributable to military service
- (iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.

**Priority VIII Wards of Serving Personnel**

**Priority IX Wives of Serving Personnel**

**5.3 Reservation of Kashmiri Migrants (KM) (Supernumerary Seats)**

1. All the wards (sons/daughters) of Kashmiri Migrants who wish to be considered for admission to various undergraduate courses of the University have to register online as per the schedule notified by the University.
2. Up to 5% seats are reserved course-wise in all colleges for the wards of Kashmiri Migrants.
3. All the wards of Kashmiri Migrants will have to upload a certificate of registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner.
4. Admission of Wards of Kashmiri Migrants will be based on cut-offs to be announced by the Colleges. A concession of maximum 10% in the last cut-off marks fixed for unreserved category applicants shall be extended to the Kashmiri Migrants.
5. Reservation under this category is not available in courses where admission is based on entrance tests.

**5.4 Prime Minister's Special Scholarship Scheme for J&K students**

The applicants selected under Prime Minister's special scholarship scheme for J&K students will be admitted directly to the Colleges. Reservation under this category is not available in courses where admission is based on entrance tests. Applicants must register on the University Portal as per schedule to be announced on University website.

## 5.5 Nomination of Seats for Sikkimese Students

Sikkimese students nominated by the Govt. of Sikkim shall be considered for admission by the University in Colleges where hostel facilities are available (AC Resolutions 51 dated 05/06/1980 and 122 dated 17/12/1990). The allocation of Sikkimese students for admission as well as for hostel accommodation in respective colleges be made by the Vice-Chancellor at his discretion. Reservation under this category is not available in courses where admission is based on entrance tests. Applicants must register on the University Portal as per schedule to be announced on University website.

The number of these nominated seats is detailed below:

<b>Course Seats</b>	<b>Seats</b>
<b>B.A. (Prog.)</b>	<b>3</b>
<b>B.A. (Hons.)</b>	<b>1</b>
<b>B.Com.</b>	<b>4</b>
<b>B.Com. (Hons.)</b>	<b>2</b>
<b>B.Sc. Physical Sciences /Applied Physical Sciences</b>	<b>2</b>
<b>B.Sc. Life Sciences /Applied Life Sciences</b>	<b>2</b>

## 5.6 Seats for Ward Quota

Admission to the wards of University and College permanent in-service employees, both teaching and non-teaching, to the various undergraduate courses, excluding professional courses and other courses where admission is made on the basis of entrance test, is to be made according to the following criteria:

1. Admission to wards (children) of the permanent in-service employees at the college where employees are working will be given on the basis of merit among such applicants subject to ordinarily one seat for every unit of up to sixty students in a course and subject to fulfilment of course-specific eligibility conditions.
2. For admission of the wards (sons/daughters) of the permanent in-service employees of the University /other colleges (teaching/non-teaching) the total number of seats for admission will not exceed six (three for the teaching and three for the non-teaching employees) on the basis of merit among such applicants subject to a maximum of ordinarily one seat for every unit of up to sixty students in a course and subject to fulfilment of course-specific eligibility conditions.
3. The admissions on the above norms will be against seats over and above the normal strength.
4. Applicants who wish to apply for admission under ward quota must fill the online registration form on the university portal. They must choose the colleges they wish to apply to from the list provided at the time of registration. The schedule and process for admission under this quota will be notified on the University website.

## Examples for calculation of PCM/PCB/Best Four

	Theory		Practical		Total		Theory		Practical		Total	
	Max Marks	Marks Obtained	Max Marks	Marks Obtained	Max Marks	Marks Obtained	Converted Max Marks	Converted Marks Obtained	Converted Max Marks	Converted Marks Obtained	Converted Max Marks	Converted Marks Obtained
English	100	90	NA	NA	100	90	100	90	NA	NA	100	90
Physics	60	50	40	40	100	90	70	58.33	30	30	100	88.33
Chemistry	60	52	40	39	100	91	70	60.67	30	29.25	100	89.92
Mathematics	100	92	NA	NA	100	92	100	92	NA	NA	100	92
Physical Education	100	95	NA	NA	100	95	100	95	NA	NA	100	95

**a. Best Three effective percentage is  $(88.33+89.92+92)/3=90.08\%$  for admission in**

- **B.Sc.(Hons.)** Chemistry/Physics/Polymer Science/ Electronics/Instrumentation/ Geology/ Food Technology/ Home Science
- **B.Sc.(Prog.)** Applied Physical Sciences with Analytical Methods in Chemistry and Biochemistry/Applied Physical Sciences with Industrial Chemistry
- **B.Sc.(Prog.)** Physical Science with Chemistry/Physical Science with Electronics
- **B.Sc.(Prog.)** Physical Science with Computer Science

**b. Best Four effective percentage is  $(90+88.33+89.92+92)/4 = 90.06\%$  for admission in**

- **B.Sc.(Pass)** Home Science
- **B.Sc.** Mathematical Sciences
- **B.Sc.(Hons.)** Computer Science/ Mathematics/ Statistics
- **B.A.(Hons.)** English/ Journalism
- **B.A. Vocational Studies** offered through the Faculty of Social Sciences/ **B.Voc.** (Printing Technology)/ **B.Voc.** (Web Designing)/ **B.Voc.** (Software Development)/ **B.Voc.** (Health Care Management) / **B.Voc.** (Retail Management and IT)/ **B.Voc.** (Banking Operations)/ **B.Voc.** (Software Development)

**c. Case I:  $(90+88.33+89.92+92)/4 = 90.06\% - 2\% = 88.06\%$  (negative 1% for each of Physics and Chemistry)**

**Case II:  $(90+89.92+92+95)/4 = 91.73\% - 1\% - 2.5\% = 88.23\%$  (negative 1% for including Chemistry and negative 2.5% for including non-List A/B subject)**

**Best Four effective percentage is 88.23% for admission in**

- **B.Com.(Hons)/ B.Com**

**d. Case I:  $(90+88.33+89.92+92)/4 = 90.06\% - 2.5\% = 87.56\%$  (negative 2.5% for not studying relevant subject)**

**Case II:  $(90+89.92+92+95)/4 = 91.73\% - 2.5\% - 2.5\% = 86.73\%$  (negative 2.5% for not studying relevant subject and inclusion of non-List A/ B subject)**

**Best Four effective percentage is 87.56% for admission in**

- B.A.(Hons.)** Applied Psychology/ Geography/History/Political Science/ Social Work/ Sociology/ Psychology/ Economics/Philosophy

- e. Case I:  $(90+88.33+89.92+92)/4 = 90.06\% - 5\% = 85.06\%$  (negative 5% for not studying relevant language)  
 Case II:  $(90+89.92+92+95)/4 = 91.73\% - 5\% - 2.5\% = 84.23\%$  (negative 5% for not studying relevant language and negative 2.5% for inclusion of non-List A/B subject)  
**Best Four effective percentage is 85.06% for admission in**  
 – B.A.(Hons.) French/ German/ Italian/ Spanish/ Bengali /Punjabi /Sanskrit / Urdu/ Arabic/ Persian

f. Not eligible for

- BA (Hons) Hindi/ Hindi Patrakarita – for not studying Hindi in Class XII
- B.Sc. (Hons.) Anthropology/Biological Sciences/Botany/Microbiology/ Zoology/ Biochemistry/ Biomedical Science/ B.Sc. (Prog.)Applied Life Science /Life Science – for not studying Biology/ Biochemistry/ Biotechnology in class XII

**Example 2: Theory marks have an internal assessment component and component of Theory is less than 70%**

	Theory				Practical		Total		Theory		Practical		Total	
	IA Max Marks	IA Marks Obtained	Max Marks	Marks Obtained	Max Marks	Marks Obtained	Max Marks	Marks Obtained	Converted Max Marks	Converted Marks Obtained	Converted Max Marks	Converted Marks Obtained	Max Marks	Converted Marks Obtained
English	-	-	100	90	NA	NA	100	90	100	90	NA	NA	100	90
Physics	14	14	56	45	30	29	100	88	70	56.25	30	29	100	85.25
Chemistry	14	14	56	48	30	30	100	92	70	60	30	30	100	90
Mathematics	-	-	100	92	NA	NA	100	92	100	92	NA	NA	100	92
Biology	14	14	56	51	30	30	100	95	100	63.75	NA	30	100	93.75

a. Best Three effective percentage is  $(85.25+90+93.75)/3 = 89.67\%$  for admission in

- B.Sc.(Hons.) Anthropology/ Biological Sciences / Botany/ Microbiology/ Zoology/Geology  
(Higher marks in Biology)
- B.Sc.(Prog.) Applied Life Science /Life Science

b. Best Three effective percentage is  $(85.25+90+92)/3 = 89.08\%$  for admission in

- B.Sc.(Hons.) Chemistry/ Physics/ Polymer Science/ Electronics/ Instrumentation
- B.Sc.(Prog.) Applied Physical Sciences with Analytical Methods in Chemistry and Biochemistry/ Applied Physical Sciences with Industrial Chemistry
- B.Sc.(Prog.) Physical Science with Chemistry/Physical Science with Electronics
- B.Sc.(Prog.) Physical Science with Computer Science

c. Best Three effective percentage is  $(85.25+90+93.75)/3 = 89.67\% + 3\% = 92.67\%$  (Relaxation of 3% for studying Physics, Chemistry, Mathematics and Biology) for admission in

- B.Sc.(Hons) Food Technology/ Biomedical Science

d. Best Three effective percentage is  $(92+90+93.75)/3 = 91.92\%$  for admission in

- B.Sc.(Hons) Biochemistry/ Home Science



**e. Best Four effective percentage is  $(90+90+93.75+92)/4 = 91.44\%$  for admission in**

- **B.Sc.(Pass)** Home Science
- **B.Sc.** Mathematical Sciences
- **B.Sc.(Hons.)** Mathematics/ Statistics
- **B.A. Vocational Studies** offered through the Faculty of Social Sciences/ **B.Voc.** (Printing Technology)/ **B.Voc.** (Web Designing)/ **B.Voc.** (Software Development)/ **B.Voc.** (Retail Management and IT) / **B.Voc.** (Banking Operations)
- **BA (Hons)** Journalism/ English

**f. Case I:  $(90+90+85.25+92)/4 = 89.31\%$**

**Case II:  $(90+90+93.75+92)/4 = 91.43\% - 2\% = 89.43\%$  (negative 2% for including Biology)**

**Best Four effective percentage is 89.43% for admission in**

- **B.Sc.(Hons)** Computer Science

**g. Best Four effective percentage is  $(90+90+93.75+92)/4 = 91.43\% - 2\% = 89.44\%$  (negative 1% each for Biology and Chemistry) for admission in**

- **B.Com. (Hons)/ B.Com**

**h. Best Four effective percentage is  $(90+90+93.75+92)/4 = 91.43\% + 2\% = 93.43\%$  (additional 2% for studying Biology in Class XII) for admission in**

- **B.Voc.** (Health Care Management)

**i. Best Four effective percentage is  $(90+90+93.75+92)/4 = 91.43\% - 2.5\% = 88.93\%$  (negative 2.5% for not studying relevant subject) for admission in**

- **B.A.(Hons)** Applied Psychology/ Geography/History/Political Science/ Social Work/ Sociology/Psychology/ Economics/Philosophy

**j. Best Four effective percentage is  $(90+90+93.75+92)/4 = 91.43\% - 5\% = 86.43\%$  (negative 5% for not studying relevant language) for admission in**

- **B.A.(Hons.)** French/ German/ Italian/ Spanish/ Bengali /Punjabi /Sanskrit / Urdu/ Arabic/ Persian

**k. Not eligible for**

- **B.A.(Hons)** Hindi/ Hindi Patrakarita – for not studying Hindi in Class XII

**Example 3:**

	Theory	
	Max. marks	Marks Obtained
English Core	100	88
Economics	100	94
Accountancy	100	94
Legal Studies	100	92
Hindi Elective	100	86

**a. Best Four effective percentage is  $(88+94+94+92)/4 = 92\%$  for admission in**

- **B.A.(Hons)** English/ Journalism
- **B.A. Vocational Studies** offered through the Faculty of Social Sciences/ **B.Voc.**(Retail Management and IT)/ **B.Voc.** (Banking Operations)/ Health Care management
- **B.Sc (Pass)** Home Science

**b. Best Four effective percentage is  $(86+94+94+92)/4 = 91.5\% + 2\%$  (additional 2% for having studied Hindi elective) for admission in**

– **B.A.(Hons)** Hindi

**c. Best Four effective percentage is  $(88+94+94+92)/4 = 92\% - 5\% = 87\%$  (negative 5% for not studying relevant language) for admission in**

– **B.A.(Hons.)** French/ German/ Italian/ Spanish/ Bengali /Punjabi /Sanskrit / Urdu/  
Arabic/ Persian

**d. Best Four effective percentage is  $(88+94+94+92)/4 = 92\% - 2.5\% = 89.5\%$  (negative 2.5% for not studying relevant subject) for admission in**

– **B.A.(Hons.)** Applied Psychology/ Geography/History/Political Science/ Social Work/  
Sociology/ Psychology/ Philosophy

**e. Best Four effective percentage is  $(86+94+94+92)/4 = 91.5\%$  for admission in**

– **B.A.(Hons)** Hindi Patrakarita

**f. Not eligible for**

– **B.A.(Hons)** Economics/ B.Com.(Hons) – Not studied Mathematics in Class XII

– **B.Sc.(Hons)** Computer Science/ Mathematics/ Statistics – Not studied Mathematics in Class XII

– **B.Sc.(Hons)** Anthropology/ Biological Sciences / Botany/ Microbiology/  
Zoology/Geology/

Chemistry/ Physics/ Polymer Science/ Electronics/ Instrumentation/ Food Technology/  
Biomedical Science/ Home Science – Not studied relevant science subjects

– **B.Sc.** Mathematical Science – Not studied Mathematics in Class XII

– **B.Sc.(Prog.)** Applied Physical Sciences with Analytical Methods in Chemistry and  
Biochemistry/ Applied Physical Sciences with Industrial Chemistry – Not studied  
relevant  
science subjects

– **B.Sc.(Prog.)** Physical Science with Chemistry/Physical Science with Electronics/  
Applied Life

Science /Life Science – Not studied relevant science subjects

– **B.Sc.(Prog.)** Physical Science with Computer Science – Not studied relevant science  
subjects

– **B.Voc.** Printing Technology/ Web Designing/ Software Development - Not studying  
Mathematics in Class XII.

## **CBCS Guidelines (Structure of CBCS)**

1. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work or field work per week. The duration of classes may be decided accordingly by respective Principals of Colleges.
2. The number of papers under Core course, Elective Course and Ability Enhancement Courses and their respective credits for different Under-graduate programmes is as per UGC's guidelines at Annexure (1).
3. The examination scheme as approved by the Academic Council and Executive Council for the Under-graduate Courses under CBCS by amending Ordinance VIII(2) and Ordinance IX will be as per Annexure (2).
4. As per standard, the size of a tutorial is 8 to 10 students. The Principals of the respective Colleges may decide about the class-size and tutorial size as per their requirement according to prescribed standards.
5. The General elective courses offered by the department will be taught by teachers of the same department.
6. The Principal of Colleges may take decision for offering more than one General Elective papers to be opted by the students in each semester.
7. A Student admitted in a particular department can opt for General Elective Courses offered by other department, for example, a student admitted under B.A. (Hons.) History Programme cannot opt for General Elective Course offered by the Department of History.
8. The students admitted under BMS/BFIA Programme can opt for General Elective papers offered by the specialization different from the one in which they are admitted.
9. The General Elective papers offered by different specialization of Home Science Course can be opted by student admitted in Home Science courses, considering the different specialization as different department and in confirmation with point no. 7.
10. The General Elective papers as prepared by departments and approved by the Academic Council & Executive Council of the University of Delhi can be offered in the Academic Year 2015-16.
11. The core papers of English/Hindi/MIL as part of two language required to be studied is different from the courses of English/Hindi/MIL under Ability Enhancement Courses (AEC). In view of the above, a student of B.A. (Programme) can opt for English language as his or her one of the core paper and also opt for English as Ability Enhancement Course under A,B or C Scheme.
12. The syllabi of Courses under which admissions have been taken in the current session which are not prepared by the departments will be prepared and approved by respective Faculties at the earliest and submitted for approval of the Vice-Chancellor.
13. The student of B.Sc. (Hons.) Botany and B.Sc. (Hons.) Zoology must opt one or two General Elective papers offered by Department of Chemistry so that their eligibility for admission in P.G. Courses in various institutions is not hampered.
14. Similarly, students admitted under B.Sc. Programme and willing to pursue Post-graduation in Physics/Chemistry/Electronics must opt a paper of Mathematics as General Elective, if Mathematics is not one of the Core discipline being studied.
15. The students of B.Sc. (Hons.)/B.A.(Hons.)/B.Com (Hons.) in order to be eligible for Postgraduate in another discipline may opt for the General Elective of a particular subject in each semester to earn 24 credits in the concerned discipline.


16. The Universities/Institutes may offer any number of choices of papers from different disciplines under Generic Elective and Discipline Specific Elective as per the availability of the courses/faculty.
17. Universities/Institutes may evolve a system/policy about Extra Curricular Activities/ General Interest and Hobby Courses/Sports/NCC/NSS/Vocational courses/related courses on their own.
18. A student can opt for more number of Elective and AE Elective papers than proposed under the model curriculum of UGC. However the total credit score earned will not exceed 160 credits for UG Honours and 140 credits for UG Program degree.
19. The new scheme of UG courses should be given due consideration while framing the admission eligibility requirement for PG/ Technical courses in Indian Universities/Institutions to ensure that students following inter and multi-disciplinary format under CBCS are not at a disadvantage. It is suggested that wherever required, obtaining 24 credits in particular discipline may be considered as the minimum eligibility, for admission in the concerned discipline, for entry to PG/Technical courses in Indian Universities/Institutions.

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# CBCS SYLLABUS


For the syllabus, please visit the website [www.du.ac.in](http://www.du.ac.in) or the following link :

<http://www.du.ac.in/du/index.php?page=cbsc-syllabus>



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CBCS Syllabus

**Spotlight**


Advt. No. Estab.IV/268/2018 for the post of Finance Officer (Last Date extended upto 04.06.2018)  
posted on: May 16, 2018


Suggestions are invited from the stake holders for setting up the Centre for Disability Studies  
posted on: May 14, 2018


Draft Recruitment Rules 2018 : Invitation of suggestions from the stakeholders  
posted on: May 1, 2018


96th Foundation Day (May 1, 2018)  
posted on: Apr 20, 2018

Meeting of University Court: Schedule, Agenda, Notice and Electoral Roll 2018  
posted on: Apr 9, 2018

Lecture Series 

In Media 

Examinations & Results 

Helpline 

CHOICE BASED CREDIT SYSTEM (CBCS) SYLLABUS	
<b>Faculty of Applied Social Sciences &amp; Humanities</b>	
Business Economics	B.A. (Hons.) Journalism B.A (Hons.) Multi Media and Mass Communication (BMMMC) B.A. (Hons.) Hindi Journalism & Mass Communication Bachelor of Business Administration (Financial Investment Analysis)(BBA (FIA)) B.A. (Hons.) Business Economics Bachelors in Management Studies
Vocation	B.Voc. Healthcare Management, B.Voc. Retail Management & IT B.Voc. Printing Technology B.Voc. Web Designing Ramanujan College -B.Voc. Programme - B.Voc. Banking and Finance (Banking, Financial Service and Insurance (BFSI)Sector Ramanujan College -B.Voc. Programme - B.Voc. (Software Development) : IT Sector Maharaja Agrasen College - Advance Diploma in TV Programme & News Production
<b>Faculty of Arts</b>	
Arabic	B.A. (Hons.) Arabic Arabic paper in B.A. (Programme)
English	B.A. (Hons.) English English paper in B.A./B.Com.(Programme)
Germanic & Romance Studies: (French, German, Italian and Spanish)	B.A. (Hons.) German B.A. (Hons.) Italian B.A. (Hons.) Spanish B.A. (Hons.) French B.A. Program French B.A. Program German B.A. Program Spanish French paper in B.A. Programme German paper in B.A. Programme Spanish paper in B.A. Programme
Hindi	B.A. (Hons.) Hindi Hindi paper in B.A./B.Com. (Programme) Compulsory Test in Hindi
Modern Indian Languages & Literary Studies (i) Assamese, (ii) Bengali, (iii) Gujarati, (iv) Manipuri, (v) Marathi, (vi) Odia, (vii) Sindhi, (viii) Tamil, and (ix) Telugu Bengali Hons.	B.A. (Hons.) Bengali Assamese, Bengali, Gujarati, Manipuri, Odia, Sindhi, Tamil, Telugu) papers in B.A. (Programme)
Persian	B.A. (Hons.) Persian Persian paper in B.A. (Programme)
Philosophy	B.A. (Hons.) Philosophy Philosophy paper in B.A. (Programme)
Psychology	B.A. (Hons.) Psychology B.A. (Hons.) Applied Psychology Psychology paper in B.A. (Programme)
Punjabi	B.A. (Hons.) Punjabi Punjabi Paper in B.com. (Hons.)/B.Sc. (Hons.)/B.A. (Prog)
Sanskrit	B.A. (Hons.) Sanskrit Sanskrit paper in B.A. (Programme) Sanskrit Communication in B.A. Programme Details of B.A. Hons Core paper no. 12
Urdu	B.A. (Hons.) Urdu Urdu Elective paper in other course
<b>Faculty of Commerce &amp; Business Studies</b>	
Commerce	B.Com (Hons.) B.Com Commerce based course in B.A. (Prog.)
<b>Faculty of Inter-disciplinary &amp; Applied Sciences</b>	
Electronic Science	B.Sc. (Hons.) Electronic Science
Instrumentation	B.Sc. (Hons.) Instrumentation
Microbiology	B.Sc. (Hons.) Microbiology
Physical Education & Sports Science	B.Sc. Physical Education, Health Education & Sports Science (PEHES) Physical & Health Education in B.A. (Prog.)

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# **ORDINANCES**

## **Ordinance VII(2)**

Resolved that the following amendments to Ordinance VII and Ordinance IX of the Ordinances of the University be accepted and recommended to the Executive Council for approval.

Replace the existing attendance rules for the 3-year semester based undergraduate programmes with the following:

a) A applicant for the Semester I/III/V Examination shall not be deemed to have satisfied the required conditions of attendance unless she has attended, in all the subjects taken together, not less than two thirds of the lectures / practical / presentations / tutorials required to be attended. Provided that a student of the Semester I/III/V who does not fulfill the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/presentations during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester examination; but such a applicant shall be required to make up the deficiency at lectures and practical's, in the next semester of the same academic year.

Provided that a student of the II/IV/VI semester who does not fulfill the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lectures/practical/ presentation/tutorials, held during the respective semester, may at the discretion of the Principal of the College concerned, be allowed to appear at the ensuing examination provided that she makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the VI semester shall be allowed to appear at the VI Semester Examination, if by combining the attendance of the three academic years, the applicant has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

b) In the case of a student who :

- i) is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defense work and allied duties; or
- ii) is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/ Head of the institution concerned; or
- iii) is selected to participate in sports or other curricular activities; or
- iv) represents the college in inter-college tournaments organized by the Delhi University Sports Council (DUSC); or a student who represents Delhi State in National Tournaments organized by Nation Sports Federation; or a student who represent the University in Tournaments organized by Association of Indian Universities; or a student who represents India in International Tournaments organized by International Federation/Associations and FISU, (selection through AIU); or a student who represents India in Olympics/Common Wealth Games/Youth Games/World Championship organized by International Olympic Committee; or in national or international fixtures in games and sports approved by the Competent Authority; or
- v) is required to represent the University at the Inter- University Youth Festival; or
- vi) is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter-College sports or fixtures, debates, seminars, symposia or social work projects or a student who is required curricular activities held in other Universities or such other activities approved by the Vice-Chancellor for this purpose.

In calculating the total number of lectures etc. delivered in the College, or in the University, as the case may be, for his/her programme of study in each academic year, the number of lectures etc., in each subject delivered, during the period of absence, and as recommended/forwarded by the concerned teacher/DPE and approved by the Principal/Head for the above purposes shall deemed to have been attended by the student.

c) The Principal of a College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

d) Colleges shall be required to notify the attendance position of each of its students for each month on the notice board of the College, and clearly indicate the lectures/practical held subject wise and the numbers attended by each student.

e) A College shall notify on the notice board the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the academic year. Not later than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.

f) The benefit of exclusion of lectures contemplated in category (c) above, shall in no case exceed  $\frac{1}{3}$  of the total number of lectures / practical's / presentations / tutorials.

g) In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the College or in the University, as the case may be, for her programme of study in each semester, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.

h) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his college in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Principal of a College/Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

## Ordinance IX

Clause of Ord. IX	Existing Provision	Amendments approved
7. (1) (a)	The minimum marks required to pass any programme in a semester shall be 40% in theory and 40% in Practical, wherever applicable. The student must secure 40% in the End Semester Examination and 40% in the total of End Semester Examination & Internal Assessment of the programme for both theory & Practical separately.	A student who has obtained 40% in the aggregate taking together all the papers in theory examination (including internal assessment/ project work) and practical examinations, separately, conducted in the first and second semesters shall be promoted to the second academic year/ third semester and similarly from the second academic year to third academic year/ fifth semester.
7. (2) (e)	Reappearance in Practical Examinations shall not be allowed.	Reappearance in Practical Examination and project work of Foundation Programmes shall not be allowed.

## ORDINANCE XV-B

Maintenance of discipline among Students of the University :

1. All powers relating to discipline and disciplinary action are vested in the Vice – Chancellor.
2. The Vice-Chancellor may delegate all or such powers as she deems proper the Proctor and to such other persons as she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:
  - a. Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution / Department and against any student within the University of Delhi
  - b. Carrying of, use of or threat to use of any weapons
  - c. Any violation of the provisions of the Civil Rights Protection Act, 1976
  - d. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes
  - e. Any practice-whether verbal or otherwise-derogatory of women
  - f. Any attempt at bribing or corruption in any manner
  - g. Wilful destruction of institutional property
  - h. Creating ill-will or intolerance on religious or communal grounds
  - i. Causing disruption in any manner of the academic functioning of the University system;
  - j. Prohibition of Ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his / her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of her powers aforesaid order or direct that any student or students :
  - a. be expelled; or
  - b. be, for a stated period rusticated; or
  - c. be not for a stated period, admitted to a programme or programmes of study in a College, Department or Institution of the University; or
  - d. be fined with a sum of rupees that may be specified; or
  - e. be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or that the result of the student or students concerned in the Examination or Examinations in which he /she or they have appeared be cancelled.



5. Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their colleges, Institutions, or Departments as they may specify for these purposes.
6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission she submits herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

## **ORDINANCE XV-C**

### **Prohibition and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College / Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which :
  - a. involve physical assault or threat to use of physical force.
  - b. violate the status, dignity and honour of women students.
  - c. violate the status, dignity and honour of students belonging to the scheduled caste and tribe.
  - d. expose students to ridicule and contempt and affect their self-esteem.
  - e. entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a programme of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions / directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**Order of the Vice-Chancellor in pursuance of Ordinance XV-C :**

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

**ORDINANCE XV-D :**

**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, (MINISTRY OF LAW AND JUSTICE)**

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment ;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

For details, please see the website <http://www.shebox.nic.in/assets/site/main/images/Sexual-Harassment-at-Workplace-Act.pdf>.

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## Schedule of Fee for UG Courses

The following is the schedule of fee and charges of UG students per annum (for the entire academic session 2020-2021) payable at the time of admission (Saving Bank Account No. 1300101332301) :

### DETAILED FEE STRUCTURE FOR I Year : 2020-2021

<b>COLLEGE DUES</b>	<b>Amount</b>	<b>Total Amt.</b>
Admission Fee	5.00	
Tuition Fee from May, 2020 to April, 2021	180.00	
Electricity Charges	1,200.00	
Water Charges	700.00	
Library & Reading Room Fee	200.00	
Identity Card Fee	50.00	
College Magazine Fee	20.00	
Garden Fee	50.00	2,405.00
<b>UNIVERSITY DUES</b>		
D.U. Cultural Council Fee	5.00	
D.U. Athletic Association Fee	50.00	
D.U. W.U.S. Fee	2.00	
Delhi University Student's Union Membership Fee	20.00	
Delhi University Development Fund	600.00	
D.U. Ordinance XV Sexual Harassment Committee Fee	2.00	
D.U. N.S.S. Fee	20.00	
Delhi University Enrolment Fee	250.00	949.00
<b>STUDENT FUND</b>		
Student Fund	7,535.00	
Students' Aid Fund	500.00	
Ordinance XV Sexual Harassment Fee	8.00	
W.U.S. Fee	3.00	
College Students' Security (Refundable)	2,000.00	10,046.00
	<b>TOTAL :</b>	<b>13,400.00</b>

### DETAILED FEE STRUCTURE FOR I Year 2020-2021 (ONLY FOR PWD STUDENTS)

<b>COLLEGE DUES</b>	<b>Amount</b>	<b>Total Amt.</b>
Admission Fee	5.00	
Identity Card Fee	50.00	55.00
<b>UNIVERSITY DUES</b>		
Delhi University Student's Union Membership Fee	20.00	20.00
	<b>TOTAL :</b>	<b>75.00</b>

## Schedule of Fee for PG Courses

The following is the schedule of fee and charges of PG students per annum (for the entire academic session 2020-2021) payable at the time of admission (Saving Bank Account No. 1300101332301) :

### DETAILED FEE STRUCTURE FOR M.A. (PRE. YEAR) : 2020-2021

<b>COLLEGE DUES</b>	<b>Amount</b>	<b>Total Amt.</b>
Admission Fee	5.00	
Tuition Fee from May, 2020 to April, 2021	216.00	
Electricity Charges	1,200.00	
Water Charges	700.00	
Library & Reading Room Fee	200.00	
Identity Card Fee	50.00	
College Magazine Fee	20.00	
Garden Fee	50.00	2,405.00
<b>UNIVERSITY DUES</b>		
D.U. Cultural Council Fee	5.00	
D.U. Athletic Association Fee	50.00	
D.U. W.U.S. Fee	2.00	
Delhi University Student's Union Membership Fee	20.00	
Delhi University Development Fund	600.00	
D.U. Ordinance XV Sexual Harassment Committee Fee	2.00	
D.U. N.S.S. Fee	20.00	
D.U. Library Development Fund	200.00	
D.U. Library Security Deposit	1,000.00	
Delhi University Enrolment Fee	150.00	2,049.00
<b>STUDENT FUND</b>		
Student Fund	6,535.00	
Students' Aid Fund	500.00	
Ordinance XV Sexual Harassment Fee	8.00	
W.U.S. Fee	3.00	
College Students' Security (Refundable)	500.00	7,746.00
<b>TOTAL :</b>		<b>12,236.00</b>

### DETAILED FEE STRUCTURE - M.A.(PRE. YEAR) : 2020-2021 (ONLY FOR PWD STUDENTS)

<b>COLLEGE DUES</b>	<b>Amount</b>	<b>Total Amt.</b>
Admission Fee	5.00	
Identity Card Fee	50.00	55.00
<b>UNIVERSITY DUES</b>		
Delhi University Student's Union Membership Fee	20.00	20.00
<b>TOTAL :</b>		<b>75.00</b>

## **REFUND OF FEE (As per DU Information Bulletin 2020-21)**

Rules for refund of fee on account of withdrawal / cancellation of admission

<b>Sr. No.</b>	<b>Reasons for seeking refund</b>	<b>Quantum of fee to be refunded</b>
1	When a student applies for withdrawal of admission up to last date of admission.	Full fee after deduction of Rs. 1000/- and full examination fee.
2	When admission is made inadvertently due to error / omission / commission on the part of the University / College.	Full fee and full examination fee.
3	When cancellation of admission is due to Concealment / falsification of facts, submission of false / fake certificates(s), providing misleading information by the student or for any error/mistake on the part of the student.	No fee will be refunded.
4	When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission.	Full fee after deduction of Rs. 1000/- and full examination fee.
5	In case a student after his / her admission expires within one month of the last date of admission.	Full fee including examination fee will be refunded to his / her parents.

### **NOTE :**

**Security Deposits / Caution Money shall be refundable after obtaining clearance provided she applies for refund of the same within a period of one year from the date of leaving the college.**

# **ANNEXURES**

## ANNEXURE-I

### AMENDMENT TO ORDINANCE VIII (2) & ORDINANCE IX (12)

**Amendment to Ordinance VIII (2) of the Ordinances of the University related to span period for the under-graduate programmes under the Choice based Credit System (CBCS). (Page no. 335 of the University Calendar Volume I (2004) (E.C. 14.07.2015).**

*Add the following to Ordinance VIII (2):*

Ordinance VIII (2) (1-3) x x x x x x

(4) For all the students obtaining admissions under the Three Year Under-graduate Programme under CBCS starting 2015-16, the span period to complete the programme will be 6 years from the year of admission in the first semester, irrespective of the different programmes provided the student has completed all requirements to become eligible for appearing in the University Examinations as per rules.

**Amendments to Ordinance IX of the ordinances of the University related to the pass percentage and promotion criteria for the under- graduate programmes under the Choice Based Credit System (CBCS). All other relevant Ordinances shall stand amended accordingly, (Page no. 346 of the University Calendar Volume I) (E.C. 14.04.2015.)**

*Add the following to Ordinance IX:*

Ordinance IX (1-11) x x xx x x x x

### **12. Pass percentage and Promotion Rules for All the Under-Graduate Programmes under Choice Based Credit System :**

The following provisions shall be applicable to students admitted to the Three year Under-graduate programme under Choice Based Credit System (CBCS):-

#### **12(1)**

(a) A students who appears in an odd semester examinations or who was eligible to appear in the odd semester examinations but remains absent in any or all the papers of the said semester, shall move on to the next even semester irrespective of his /her result in the said examination.

(b) A student who has obtained 40% on the aggregate taking together all the papers in theory examination (including internal assessment / project work ) and practical examination separately conducted in I and II semester shall be promoted to the second academic year III semester.

(c) A student who has obtained 40% on the aggregate taking together all the papers in theory examination (internal assessment/project work) and practical examinations separately, conducted in III and IV semester shall be promoted to the third academic year/V Semester.

(d) Students who do not fulfil the promotion criteria mentioned above shall be declared fail in the promotion examination of the academic year concerned. However, they shall have the option to retain the marks in the papers in which they want to retain.

(e) A student who wants to re-appear for improvement in marks in a paper prescribed for semester I/III/V may do so only in the semester examinations to be held in November-December. A student who wants to reappear for improvement in a paper prescribed in semester II/IV/VI may do so only in the examination to be held in May/June.

(f) If a Student has secured an aggregate of minimum 40% marks taking together all the papers in theory examination (including internal assessment / project work, whichever applicable) and practical exam separately till the end of the third year, i.e., upto the end of the VI semester, then she /he shall be awarded the degree in which the student has been admitted.

## **12(2) Re-appearance for improvement**

(a) A student may re-appear in any theory paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper(s) concerned. This can be done in the immediate subsequent semester examination only (for example, a student re-appearing in paper prescribed for semester I examination may do so along with subsequent semester III examination and not along with papers for semester V).

(b) A applicant who has cleared examinations of third academic year (V and VI semesters) may re-appear in any paper of V and VI semester only once, at the immediate subsequent examinations on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.

(Note: The applicant of this category will not be allowed to join any post- graduate programmes.)

(c) In the case of re-appearance in paper, the result will be prepared on the basis of applicant's current performance in the examination.

(d) In the case of applicant, who opts to re-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the applicant in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.

(e) Re-appearance in practical / internal assessment shall not be allowed.

(f) All papers of core, Elective, Ability Enhancement Compulsory Programmes (AECC) and Skill Enhancement Programmes (SEC) shall be for 100 marks shall be for Internal Assessment (IA).

(g) Examinations for practical wherever applicable shall be based on continuous evaluation.

(h) Duration of end semester theory examinations of core and elective subjects shall be three hours.

(i) The entire evaluation process for AECC and Skill Enhancement Programmes (SEC) shall be undertaken by each college where the AECC and SEC are being taught and the teacher responsible for the conduct of learning of the AECC and SEC shall be responsible for the evaluation .

(j) There shall be no internal assessment in practical papers.

(k) There shall be no supplementary examinations.

(l) Paper setting and evaluation of the answer script of the concerned paper shall be co-ordinated by the respective boards appointed by the Competent Authority. In case of all Core Programmes offered in different programmes across the disciplines, the assessment / evaluation of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the college at the UG level who may be appointed by the Competent Authority.

(m) Eligibility for award of degree under CBCS.

## **12(3) Letter grades and grade points**

(a) A student who becomes eligible for the degree as per Ordinance IX, 12(1). Such a student shall be categorized on the basis of the combined result of semester I to semester VI examinations under CBCS on a 10 point grading system with the following Letter grades as given below:



<b><u>Letter Grade</u></b>	<b><u>Grade point</u></b>
<b>O</b> (outstanding)	10
<b>A+</b> (Excellent)	9
<b>A</b> (Very Good)	8
<b>B+</b> (Good)	7
<b>B</b> (Above Average)	6
<b>C</b> (Average)	5
<b>P</b> (Pass)	4
<b>F</b> (Fail)	0
<b>Ab</b> (Absent)	0

**Issue of transcripts:** Based on the grades earned, a Grade certificate shall be issued to all the registered students by the University after every semester and a consolidated transcript indicating the performance in all semesters. The grade certificate will display the programme details (code, title of the paper, number of credits, grades secured) along with SGPA of each semester and CGPA earned based on overall six semesters.

(b) A student obtaining Grade F shall be considered failed and will be required to re-appear in the examinations.

(c) For non-credit programmes , ‘satisfactory’ or ‘unsatisfactory’ shall be indicated instead of the Letter Grade and this will not be counted for the computation of SGPA/CGPA.

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**UNDERTAKING BY THE STUDENT (FOR ABIDING BY ALL THE RULES)**

I, Ms./Mrs. \_\_\_\_\_ daughter of Mr. \_\_\_\_\_,  
resident of \_\_\_\_\_ and admitted to  
\_\_\_\_\_ in Vivekananda College, Vivek Vihar, Delhi-110095, shall  
abide by all the rules and regulations laid down by the University and the College.

(Signature of Student)

Name of Student \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

(Signature of Parent/ Guardian) Name of Parent/ Guardian

**UNDERTAKING BY THE STUDENT (for Anti Ragging)**

1. I, \_\_\_\_\_ (full name of the student with admission/registration/enrollment number), D/o Mr./Mrs./Ms. \_\_\_\_\_ have been admitted to \_\_\_\_\_ (name if the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational institutions 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2. I have also, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:-

(a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

(b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirms that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Name : \_\_\_\_\_

**Signature of deponent**

**VERIFICATION**

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (year) \_\_\_\_\_.

Name : \_\_\_\_\_

**Signature of deponent**

**UNDERTAKING BY THE PARENTS / GUARDIAN (for Anti-Ragging by their Ward)**

1. Mr./Mrs./Ms. \_\_\_\_\_ (full name Parent/Guardian)  
Father/Mother/Guardian of, \_\_\_\_\_ (Full name of student with enrolment number) been admitted to \_\_\_\_\_ (name of the institution),  
have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational institutions 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging: and further affirms that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

**Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Tel.No.:** \_\_\_\_\_

**Signature of deponent**

**UNDERTAKING (FOR SPORTS ADMISSION)**

I, Ms./Mrs. \_\_\_\_\_ daughter of Mr. \_\_\_\_\_,  
resident of \_\_\_\_\_ and admitted to  
\_\_\_\_\_ in Vivekananda College, Vivek Vihar, Delhi-110095.

The admission has been granted to me through the Sports Quota in the College on the basis of the Testimonials submitted and trials conducted prior to the award of this admission.

That the admission is solely subject to my participation in the various sports offered in the College and as required by the College Authorities, for all the years, during undergraduate programmes.

I shall be required to make myself available for daily practice sessions as called for by the College Authorities, for all the years, during undergraduate programmes.

I shall abide by the rules and regulations for sports women as decided and enforced by the College Authorities. I undertake that "I will play for College and University, all the years, during undergraduate programmes" and I shall have no objection whatever to any action whether monetary or disciplinary as decided and imposed by the College administration on me in the event of my non-compliance with the terms, which may even lead to the cancellation of my admission at any time.

(Signature of Student)

Name of Student \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

(Signature of Parent/ Guardian) Name of Parent/ Guardian

**UNDERTAKING (FOR ECA ADMISSION)**

I, Ms./Mrs. \_\_\_\_\_ daughter of Mr. \_\_\_\_\_,  
resident of \_\_\_\_\_ and admitted to  
\_\_\_\_\_ in Vivekananda College, Vivek Vihar, Delhi-110095.

That the admission is solely subject to my participation in the extra-curricular activities in the College and as required by the College Authorities, for all the years, during undergraduate programmes.

I will make myself available for practice sessions as called for by the College Authorities, for all the years, during my studies in the College.

I undertake that “I will participate in extra-curricular activities for College and University, all the years, during undergraduate programmes” and I shall have no objection whatever to any action whether monetary or disciplinary as decided and imposed by the College administration on me in the event of my non-compliance with the terms, which may even lead to the cancellation of my admission at any time.

(Signature of Student)

Name of Student \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

(Signature of Parent/ Guardian) Name of Parent/ Guardian

## ***Checklist for documents to be submitted after re-opening of the College***

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

1. Print out of Registration Form of admission with College Name (available on DU Portal)
2. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names\* (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on the corresponding reservation certificates; similarly, their parents' names must match in both sets of certificates).
3. Class XII Mark-Sheet.
4. SC/ST/OBC/EWS/CW/KM Certificate (in the name of the Applicant) issued by the competent authority. (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM 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).
5. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) issued by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>. (The name of the applicant claiming reservation under OBC (Non- Creamy Layer) must match with the applicant's name as it appears on their corresponding School Board qualifying certificates; similarly, their parents' names must match in both sets of certificates).
6. EWS Certificate from competent authority certifying the applicant can claim reservation under this category. (The names of applicants claiming reservation under this category 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).
7. Three recent passport size photographs
8. \*Print out of the Undertaking by the student (for abiding by all the rules)
9. \*Print out of the Undertaking by the student (for Anti Ragging)
10. \*Print out of the Undertaking by the Parent/Guardian (for Anti Ragging of their ward)

\*These undertaking can be filled / obtained from any of the below mentioned two websites :

<http://www.antiragging.in> & <http://www.amanmovement.org>

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