

Process of Admission in Merit-based Courses after the Declaration of Cut-offs

The cut-off will be announced by the University as per the Admission Schedule.

Step. 1.

Once the cut-off is declared, the candidate must check that he/she satisfies the cut-off of course-college where he/she would like to take the admission. The candidate then should login to his/her portal and select the appropriate Course and College to generate the Admission application form.

Step. 2.

The applicant then proceed to the college for admission with following set of original documents and self-attested photocopies of the documents.

- (i) Class X Board Examination Certificate
- (ii) Class X mark sheet (In case of CBSE, mark sheet & certificate are same)
- (iii) Class XII mark sheet
- (iv) Class XII provisional certificate/ original certificate
- (v) Recent character certificate, issued either by the Principal of the school last attended or Class -1 Gazetted Officer.
- (vi) If applicable SC/ST/PwD/CW/KM certificate (In the name of the applicant) issued by the competent authority.
- (vii) If applicable OBC (non- creamy layer) certificate (In the name of the applicant) caste must be in central list issued by <http://ncbc.nic.in>
- (viii) Transfer certificates from school/ college as well as Migration certificate from Board/ University are required from those students who have passed senior secondary exam from outside Delhi.
- (ix) At least two passport size self-attested photographs.

Complete the formalities in the college. Once the Principal approves the application online, then subsequently, the option of fee payment will appear on the dashboard of the candidate.

Step. 3.

The candidate shall login again and pay the Admission Fee online using the link available in the dashboard. Once the fee is paid successfully through the link provided on your dashboard, your admission process to that particular college is complete.

Step. 4.

In case the candidate wants to take admission in other college-course in any of the subsequent cut-off, he/she should make sure that he/she is meeting the requisite prevailing cut-off. The candidate then through his dashboard should follow the following steps:

- (i) Cancel your admission online, and pay the requisite Admission Cancellation/withdrawal fee.
- (ii) Print of receipt of the cancellation fee. The student must submit the same to the college where he/she was admitted and withdraw his/her original certificates.
- (iii) Follow Steps 1 to 3, for taking admission in another course-college to complete your admission. In this subsequent admission, the candidate will pay only the balance fee of the new college in which he is taking admission. Any extra amount paid by the student will be refunded after the last date of admission to the bank account of the candidate.