



Delhi School of Journalism
UNIVERSITY OF DELHI



**FIVE YEAR INTEGRATED PROGRAM
IN JOURNALISM
(ENGLISH & HINDI)**

**INFORMATION BULLETIN
(2017 -18)**

www.dsj.du.ac.in Cluster Innovation Centre Building, Sports
Complex

(Entry from Gate No. 2)

North Campus



Message from the Vice Chancellor

The University of Delhi has established the Delhi School of Journalism (DSJ), keeping in view the contemporary and evolving needs of society. This initiative will help nurture a new generation of well-trained media professionals, communication experts and journalists. These graduates will have requisite skills to meet both the local and global challenges in the fields of journalism, mass communication and public relations.

The University has introduced a Five-Year Integrated Course in Journalism to be offered by the Delhi School of Journalism (DSJ). DSJ has envisaged a course curriculum that will lead to a cadre of graduates with degrees of Bachelor of Journalism (BJ) and Master of Journalism (MJ). The syllabus of the Course has been designed keeping in mind the rigours of the subject area and the guidelines of the University Grants Commission (UGC) and the model of United Nations Educational, Scientific and Cultural Organization (UNESCO). A very able team consisting of some of the eminent journalists and faculty members with the requisite expertise in the field has designed the course curriculum.

DSJ is also an expression of the University's response to the fact that advancement in the Information and Communication Technology (ICT) has made the world a 'Global Village'. The media, being one of the largest information dissemination systems, assumes a significant role in both shaping and transforming the dynamics of the socio-cultural, political, and economic aspects of human life. A vibrant media also sustains and strengthens democratic and social institutions. The world recognizes that the quality of the 'Public Sphere' considerably depends on the quality and effectiveness of the media -- the watchdog of Democracy. Therefore, the architecture of training and education of media professionals needs to be tailored accordingly.

We urge you to join us, in fostering a healthy, peaceful and engrossing academic atmosphere at the Delhi School of Journalism.

Yogesh Tyagi

An eligible applicant for the DSJ academic session 2017-18 must familiarize themselves with the contents of this Bulletin of Information.

- www.ugentrance.du.ac.in

- University reserves the rights to revise, amend, update, or delete any part of this Bulletin without giving any prior notice. Any change so made shall be updated on the UG Entrance Based Admission portal.

- University reserves the rights to revise, amend, or update the number of seats in DSJ without giving any prior notice. Any change so made shall be updated on the UG (entrance based) admission portal.

- Applicants are responsible for regularly checking the portal for any updates.

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It should, in no case, be construed as a warranty, express or implied, regarding completeness and accuracy of the information so provided, as a ready reference.

The University of Delhi disclaims any liability towards any individual for any loss or damage caused to him/her arising out of any action taken on the basis of this information, which may be due to inadvertent omissions, clerical errors or for any other reason whatsoever.

The University reserves the right to suitably modify, update or delete any part of the Bulletin without any prior notice.

FOREIGN STUDENTS

The University has designated the Foreign Students' Advisor to handle all enquiries regarding rules and responsibilities for admitting Foreign Students. Therefore, the applicants should approach: FOREIGN STUDENTS' REGISTRY OFFICE Room No. 11, First Floor, Conference Centre, University of Delhi, Delhi-110007 Phone No: 011-27666756, E-mail: fsr_du@yahoo.com, fsr@du.ac.in Dealing Timings: 09.30 am - 1 pm & 2.00 pm - 5.00 pm (Office will remain closed on Saturdays, Sundays and all Public/ Gazetted Holidays)

RIGHT TO INFORMATION ACT

Procedure for seeking information under the right to information Act, 2005

Ms. Meenakshi Sahay, Deputy Registrar (Information) & Central Public Information Officer New Administrative Block, University of Delhi Delhi -110007 Phone No. 011-27667623, 27662568	Mr. Jay Chandra Joint Registrar &1 st Appellate Authority University of Delhi Delhi-110007
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1. An application for obtaining information under the Right to Information Act, 2005 is required to be made to the Central Public Information Officer.
2. The prescribed fee for filing the application is Rs. 10/- by way of cash against proper receipt or by way of bank demand draft or banker's cheque or Indian Postal Order payable to the *Registrar, University of Delhi* at Delhi.
3. An appeal can be preferred before the Registrar and 1st Appellate Authority against the decision of the Central Public Information Officer of the university

About the School

With the establishment of Delhi School of Journalism, University of Delhi resolves to identify and nurture aspiring journalists; enable them to become a driving force for a quality driven public sphere and information economy; and thereby promoting democracy and development in the truest sense.

The School will focus on imparting knowledge and skills to the prospective students in the following thrust areas.

1. Media, Communication and Culture
2. News Reporting and Editing
3. Writing for Media

4. Media Production in all Formats – Print, Broadcast (TV and Radio), Film and Online
5. Advertising and Public Relations
6. Political Economy of Media
7. Media Technology
8. Communication for Development

About the Program

The School offers a Five Year Integrated Program in Journalism in two languages English and Hindi.

- The program will have an exit option after three years; in that case the student will be awarded Degree of **Bachelor of Journalism (BJ)**.
- The students completing two years post graduate course will be awarded the Degree of **Master of Journalism (MJ)**.
- Courses will be taught separately for English and Hindi Medium students.
- The program includes **four** foreign languages (French, Spanish, Chinese and Arabic) and **two** regional languages (Tamil and Bengali) in ten semesters. A student requires to opt for one foreign language and one regional language from the above choices. A student cannot opt for his or her mother tongue as the option for regional language.

Course Structure

The Five Year Integrated Program has 28 Core Courses, two Ability Enhancement Compulsory Courses, two Ability Enhancement Elective Courses (skill based), four General Elective Courses, four Discipline Specific Elective Courses and Dissertation as per the UGC guidelines.

The course is designed with equal weightage for Classroom Lectures and Assignments/Projects/Internships. Students need to produce Newsletters and Documentaries, Broadcast News Bulletins, and Multimedia Contents of

broadcast standards. The learning process will be adequately supported by a state of the art media lab cum studio. Also there will be workshops and seminars to impart first-hand insights on the media industry as well as to ensure fruitful interface with the industry. Reputed journalists and media professionals will be invited for the same.

The course is conceived as an interdisciplinary learning, incorporating the fundamentals of social sciences, sciences, gender studies, ethics, and global issues. Apart from the regular academic exercises, students will be required to take up internships with media houses, and research driven projects related to media and communication.

Examination Scheme

There are 28 Core Papers of 100 marks each in which 75 marks are for theory and 25 marks are for internal assessment. The program also has two AECC Papers of 100 marks each in which 75 marks are for theory and 25 marks are for internal assessment. There are two AECC Papers of 100 marks each in which 75 marks are for theory and 25 marks are for internal assessment. If AECC paper is purely practical, then the theory marks may differ. There are four GE Papers of 100 marks each in which 75 marks are for theory and 25 marks are for internal assessment. There are four DSE papers of 100 marks each in which 75 marks are for theory and 25 marks are for internal assessment. The Compulsory Language Papers in all ten semesters also follow the same pattern, i.e. 75 marks for theory and 25 marks for internal assessment.

Admission Requirements and Eligibility

1. Students shall be admitted to this course, through a National level written entrance test conducted by the University of Delhi.
2. Students who secure 50% in Class XII (irrespective of the streams) will be eligible to apply for the entrance test.

3. The entrance test will examine the candidate's proficiency in General Knowledge and Current Affairs, and Analytical and Comprehension Skills. The entrance test will be designed with the comparable standard of competitive exams at the national level for Class XII students.
4. The admission will be done completely on the basis of the Entrance Test.
5. Reservation and other exemptions are applicable as per the Delhi University rules.

TOTAL SEATS	60 (English)	60 (Hindi)
General	30	30
OBC	16	16
SC	09	09
ST	05	05

Supranumerary Seats

PwD	3	3
CW	3	3
Foreign Students	3	3

If there are vacant seats after three years (i.e. the exit point for students, who wish to leave with Degree of Bachelor of Journalism), **new students may be allowed to apply for an entrance test for the Post Graduation course – Master of Journalism.** The eligibility requirement for the Post-Graduate Course is Bachelor's Degree from a recognized University.

Fee Structure

Fee 1 st Semester	39500.00
Fee 2 nd Semester	28000.00
Caution Deposit*	10000.00

* Caution Deposit needs to be paid in the beginning of the first semester and will be reimbursed after the completion of the course.

Note

- 1) Foreign students need to pay 6700.00 in addition to the Course Fee detailed above.
- 2) 15 students (25%) will be given free-ships based on their economic status. The free-ships may range from 10% to 100% and will be determined case by case.
- 3) Fee for PwD students will be in accordance with the rules of the University of Delhi.

1. Important Information

Students will be required to register online for the Entrance Test-

URL:<http://ug.du.ac.in/app/>

1.1. Dates at a Glance-

Start date for Online Registration	23 rd August,2017
Closing date for Online Registration	8 th September 2017
Date of the Entrance Examination	17 th September 2017
Announcement of Results of Entrance Examinations/ Grievance Handling	22 nd September 2017
First Admission list	22 nd September 2017
Document verification and approval of admission	23 rd -25 th September 2017
Classes Start	26 th September 2017

1.2. Registration Fee-

1.2.1. Registration Fee is Non-Refundable

Registration fee for UR/OBC : Rs. 500.00

Registration fee for SC/ST /PwD : Rs. 250.00

1.2.2. Payment of Registration Fee:

- Registration fee has to be paid during online registration process through any one of the available online payment options.
- It may be noted that the registration process shall be completed only after realization of the online registration fee.
- Registration fee will not be refunded/adjusted in any circumstances.

1.3. Help Desk Information

Helpdesk (Dean Students' Welfare Office) Room No. 5, Conference Centre, Near Gate No. 4, North Campus, University of Delhi, Delhi – 110007 Phone: 011-27667092	Only for PwD Applicants: Equal Opportunity Cell, Arts Faculty Tutorial Building, North Campus, University of Delhi- 110007. Phone: 011-27662602
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For specific queries, please contact:

Dr. Manasvini M. Yogi

OSD, Delhi School of Journalism

Mob: 09811098070

osd@dsj.du.ac.in

2. Admission Procedure

2.1. UG Admission procedure in a nut-shell

The admissions to Delhi School of Journalism (**DSJ**) of the University of Delhi will be based on an Entrance Test.

Applicants seeking admission to DSJ Five years Integrated Course of Bachelor of Journalism and Masters of Journalism must register on a centralized admission Web Portal, for which the details are given in this Bulletin.

2.2. Entrance Based Admission procedure

- i. **Online Registration:** The applicants seeking admission to UG merit based programme must register through online registration, as given in **Section 2.1.**
- ii. **Verification of documents** will be held at Delhi School of Journalism, Sports Complex, University of Delhi (Entrance from Gate No.2). The applicant shall take the print out of the admission form and together with the list of documents/certificates (see Section 6 for details), and proceed to University Sports Complex, CIC Building, room no G-5 for verification of mark-sheet/certificates.
- iii. **Approval of admission:** The Delhi School of Journalism will retain the certificates of the approved applicants. After this, the school will approve the admission on the UG admission portal.
- iv. **Online payment of Admission fee:** The applicant will then be required to log-on to the admission portal to pay the Admission Fee through the available online payment options. The approved applicant is permitted to make online admission fee payment till 12 noon of the next day of the given admission list's deadline.

2.3. Online Registration

2.3.1. Step by Step Registration Process

- i. To Register online, an applicant must visit the following URL <http://ug.du.ac.in/app/>
- ii. The (entrance based) Admission Portal of the University of Delhi is responsive (mobile/tab friendly). However, the webpage may appear

different on different devices. The instructions given below are for the webpage as it appears on a desktop/laptop.

- iii. As a first time user, applicant shall go to “New Applicant Sign Up” to create the user account by clicking on the “New Registration” link.
- iv. Under the “Create New Account” page, all fields are mandatory and indicated by a red asterisk (*) adjacent to the name of the field.
- v. Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
- vi. Applicant shall enter the applicant’s name as mentioned in class XII Board Roll Number. For example, if your name is Raj Kumar Gupta, enter Raj as your first name, Kumar as your middle name and Gupta as your surname. If you do not have a middle name, leave the text box blank.
- vii. Enter your existing email-id and confirm it by entering it again, which will be your henceforth login-id and also will be used for the admission purposes.
- viii. The applicant must choose the security question from the drop down menu and write an appropriate answer in the “Security Answer” box. The student must note it down (both the security question and security answer) as it would be required in case the applicant forgets the password, failing which, the applicant would not be able to access the registration account.
- ix. Applicant shall then create a password (of minimum eight characters) for online registration. Enter the same password in “Confirm Password” text box.
- x. Applicant shall also provide a valid mobile phone number (10 digit number without any prefix, i.e. 0 or +91).

- xi. After entering all the details, enter the “Captcha” in the text box (which is case sensitive).
- xii. Applicant must ensure that all the details entered are correct. Before submitting the details, applicant must confirm that the details entered are correct (by clicking the checkbox). Finally click the “Register” button to create a new user account.
- xiii. A screen will appear with the user’s registration account details. Applicant should save these details by clicking on the link “Click here to save this information for future reference”, which is a file, “Registration Detail.pdf” that can be saved on the applicant’s local device.
- xiv. A confirmation will be sent on your email/mobile number after creation of the registration account. However, even if you do not receive an email/mobile message, your user account is still functional.
- xv. To proceed further, the applicant must visit the UG Admission portal home page by clicking on the link, “Continue to homepage” on the left side of the screen.
- xvi. Once registered, the applicant can now log on to the admission portal to complete the online registration form. In the “Registered Candidates Sign In” on the right side, applicant shall enter “registered email-id” as username and the “password”, as entered by the applicant during sign up. The applicant must enter the characters in the “Captcha Image” text box and proceed to “login”.
- xvii. In case the applicant has forgotten the password or wish to reset it, the applicant can do so by clicking “Reset Password” button. The applicant can reset the password in two different ways for which the links are provided in the drop-down menu.

Steps to fill the online registration form:

- (i) After logging in, the applicant can start the online registration process by clicking “**Apply Now**”.
- (ii) The entire registration form is divided into nine tabs (sections/pages) and applicant needs to enter details in each of the sections. The change of color of the tab indicates the status of the information entered by the applicant, which is as follows. Orange → editable, green → completed and red → incomplete.
- (iii) **Personal Details:**
 - In the first section/screen, the applicant needs to fill the “Personal Details” (as in the applicant’s mark sheets/certificates).
 - The applicant can update the mobile number in case needed, anytime till the online portal is open for registration.
 - The applicant needs to choose the “Gender” carefully. In case of a transgender, enter the choice as “Other”.
 - The applicant shall enter the “Date of Birth” as it appears on the applicant’s class X certificate.
 - The applicant may enter the “Aadhaar Card Number”, if available.
 - The applicant shall select the Category (unreserved/OBC non-creamy layer/SC/ST) from the drop-down menu. OBC Non-Creamy layer Central list category applicants should choose their Annual Family Income for the last financial year (2016-17).
 - As the applicant scrolls down the page, the applicant shall enter the Family Details. They are advised to enter all the details though all fields are not mandatory except Mothers’ Name and citizenship. If you are not a citizen of India, you will not be allowed to proceed and be logged out with the message, “Foreign nationals are advised to contact Foreign Students’ Registry Office or visit <http://fsr.du.ac.in> to apply for admission in the University of Delhi”.

- Scroll down to enter the relevant information in the “Other Category/Quota” section on the same page to apply under any of the supernumerary categories, viz. Children/Widow of Armed Forces Personnel (CW), Person with disability (PwD). These are all mandatory fields and in case the applicant does not belong to these categories, select “Not Applicable”. The applicant can apply in more than one category (if applicable) but at the time of admission, the applicant can avail benefit only under one of the categories of their choice.
- Enter the Correspondence Address. Tick the checkbox if the permanent address is same as the correspondence address. Applicant is advised to update the correspondence address online in case of any change before the final submission of the registration form.
- Once the applicant clicks the “Submit” button, details are saved and preview of the page appears. The colour of the serial number of the tab is changed to green. At the end of each page, there are three buttons, namely Previous, Edit and Next. If an applicant wishes to edit the information, then click on the “Edit” Tab and can change the earlier submitted information. In case the applicant is satisfied with the information entered, click on the “Next” tab.
- If the applicant wishes to complete the remaining sections at a later time (but before the last date of registration), click on “Save & Continue Later” button, appearing on the top right of the section/page in the preview mode.

iv. Academic Details:

- In the second section/page, the applicant needs to enter the “Academic Details” (as in the Applicant’s Certificates). Choose name of Class XII Board from the drop down menu and enter roll number as it appears on the admit card. Select the year of passing the qualifying exam from the drop down menu and the result status. **Choose the medium English or Hindi in which you wish to apply for the DSJ UG course.** On clicking “submit” button a preview will be generated. The applicant can move to the next section/page by clicking on “Next” button.

(v) Bank Details:

In the fifth section/page applicant needs to furnish the Bank Details for the refund of fee in case of cancellation of admission.

(vi) Mandatory Uploads:

In the sixth (Mandatory Uploads) section/page, the applicant has to upload the following:

- Passport size photograph of the applicant. The size of the photo should be 2 inch x 2 inch (5 mm x 5 mm).
- Scanned signature of the applicant.
- Self- attested Class XII Mark-Sheet.
- Self-attested copy of SC/ST/OBC/PwD//CW valid certificate, if applicable.
- After uploading the mandatory uploads, go to the “Next” section.

Note:

The University will accept self-attested copies of documents / papers provided by the applicants. It is made clear that if any false attestation / falsified records are detected, the applicant will be debarred from attending any programme/course in the University for next five years

and in addition, a criminal case under relevant sections of IPC (viz. 470, 471, 474 etc.) may be initiated.

(vii) Preview:

In the preview section/page, applicant can preview the complete application. Kindly make sure that all fields have been entered.

(viii) Go for Payment:

In the eighth section/page, applicant can proceed to the online registration payment. Applicant's online registration process shall be completed only after payment and realization of the online registration fee.

(ix) The applicant can update information (except Name, email, gender choices) already submitted in the application form by revisiting applicant's account till the last date of registration but before the payment of the online registration fee. The changes can be saved by clicking the "submit" button at the end of each page.

(x) Step-by-step registration guide about the online registration form is given in the admission portal home screen "Registration Guidelines".

(xi) For Persons with Disabilities (PwD) only:

In order to assist PwD applicants in entering the online registration form, two Helpdesk centres are exclusively established in the University of Delhi, one in North Campus and another in South Campus.

The addresses are as below:

- 1) Equal Opportunity Cell, Arts Faculty Tutorial Building,
North Campus, University of Delhi, Delhi - 110007.
Phone: 011-27662602
- 2) Joint Dean Students Welfare Office, Arts Faculty,
South Campus, University of Delhi, Delhi - 110021

Phone: 011-24116178

- (xii) **Foreign nationals** may visit <http://fsr.du.ac.in> for details related with their registration/admission process
- (xiii) Applicants should fill the registration form carefully and check the preview before making the online payment of registration fee. The applicant will not be able to update any information, except the “Academic Details” once the payment is done.
- (xiv) Please note that permission to appear in the entrance examination is subject to the applicant’s fulfilling the minimum eligibility requirements prescribed for applying to the concerned programme of study. In case an applicant does not meet the minimum eligibility criteria prescribed for applying to the concerned programme and appears in the entrance examination, it is done at the applicant’s own risk and cost, and if at any stage, it is found that the minimum eligibility requirements are not fulfilled, the admission, if granted, shall be cancelled ipso facto.

After submission of the application form, i.e. after the payment of application fee, corrections, additions, deletions etc. in any manner shall not be allowed. The applicants are, therefore, advised to fill their forms carefully.

2.4 Computer-based Online Entrance Examination

- a) The Admit Card for the entrance examination shall be available in the online application account three days after the last date of application.
- b) *Please visit the DSJ admission portal for news and updates related with the Admit Card and on the admission procedures.*
- c) Applicant shall take the print-out of the Admit Card. The print quality of the

Admit Card should be good enough for verification.

- d) Admit Card shall carry the information related with Centre, Reporting time etc.
- e) The applicant shall carry the following documents to the Examination Centre:
 - i. Printed copy of the Admit Card.
 - ii. Identity card bearing candidate's photograph, for verification. This can be any one of the following documents: Aadhar Card, Driving License, PAN card, Voter's identity card, Passport or College identity card, a copy of which has been uploaded with the application form.

2.5 Intimation regarding Admission

- i. Results of the Entrance Tests shall be notified on the DSJ (entrance based) admission portal
- ii. The applicant shall take the print out of the admission form and together with the list of documents/certificates, proceed to the Delhi School of Journalism, University Sports Complex for verification of mark sheet/ certificates. Refer to **Section 6** below.
- iii. The department will retain the certificates of approved applicants in order to avoid multiple admissions. The certificates will remain with the department during the admission process. However, the department shall promptly return the documents in case student withdraws/cancels the admission, or where the student is allotted another course or college, or where a student wishes to appear in counselling of any other university/ institute.
- iv. The School shall then approve the application of the student on the DSJ (entrance based) admission portal to enable the applicant to pay the fee.
- v. It may be noted that your admission to the department is completed only after realization of the fee payment on the DSJ admission portal within the prescribed time-limit.
- vi. Information regarding subsequent lists of selected applicants, if any, shall be

- notified on the DSJ admission portal.
- vii. For all the news and updates related to DSJ admissions, visit the DSJ admission portal.
 - viii. There shall no '*Additional Eligibility Criterion*' for any category in this Programme.
 - ix.. The department shall strictly follow the University guidelines with respect to gap year policy. The applicants with gap year(s) will not be at any disadvantage for the purpose of admission to the programme.

3. Requirements for Admission

3.1 Qualifying Examinations

Qualifying examinations for the purpose of admission to the first year of undergraduate programmes 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.

Applicants seeking admission to the programme offered by the University should have passed the qualifying examination obtaining minimum marks as specified for the BJ Journalism.

3.2 Age Requirement

As per Ordinance-I of the University, there is no minimum age bar for admission to the undergraduate and post-graduate programmes in the University except in the programmes 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) would not be a bar for purposes of admission to the undergraduate programme

4. Equivalence Criteria

- 4.1** The applications for admission to the Undergraduate Programmes 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 circulated in the University circular letter of 13 - 1- 2005.
- 4.2** That various degrees from Universities recognized by the Association of Indian Universities / University Grants Commission / 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 Programme duration is same as in the University of Delhi for purposes of determining eligibility for admission to various Programmes..
- 4.3** 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 Programmes.
- 4.4** 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/ Ministry of Human Resource Development recognized accredited Boards/ Universities shall be referred to the University on the basis of individual merit.

4.5 For some Boards which issue consolidated mark sheets containing marks of both 11th and 12th class, the merit of such applicants shall be determined on the basis of such consolidated mark sheets.

The admission to BJ Journalism shall not be granted on predicted scores issued by various Boards / Schools.

5. Grade Conversion [As per AC Resolution No. 319, Dt. 22.3.1976]

5.1 Formula/equivalence of the grade point average awarded in Cambridge School Certificate/Malayalam / 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 Programmes in the University of Delhi.

Grade	Min.% of Each Grade	Grade	Mean Resultant Percentage
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		

5.2 Admission for 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

5.3 Admission for University of Cambridge (International Examinations) Students

Grade	Percentage Uniform Mark Range	Cambridge Grade As	Percentage Uniform Mark Range
*A	90-100(Midpoint95)	95	95
A	80-89(Midpoint85)	a	80-100(Midpoint 90)
B	70-79(Midpoint75)	b	70-79 (Midpoint 75)

C	60-69 (Midpoint 65)	c	60-69 (Midpoint 65)
D	50-59 (Midpoint 55)	d	50-59 (Midpoint 55)
E	40-49 (Midpoint 45)	e	40-49 (Midpoint 45)

Further Details:

*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 Programme must have passed the subject at Advanced level.

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

6. List of Documents required at the time of Admission

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

1. Class X Board Examination Certificate
2. Class X Mark-Sheet
3. Class XII Mark-Sheet
4. Class XII Provisional Certificate / Original Certificate
5. Recent Character Certificate
6. SC/ST/PwD/CW (in the name of the Applicant) issued by the competent authority

7. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) as in central list
8. Transfer Certificate from school / college as well as Migration Certificate from Board / University are required from those students who have passed senior secondary exam from outside Delhi
9. At least two passport size self-attested photographs.

The University will accept self-attested copies of documents / papers provided by the students. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending any programme in the University Colleges for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her.

7. Reservations and Relaxations

7.1 Reservation of Seats for Schedule Caste (SC)/Schedule Tribe (ST) Applicants

- 22½ % of the total numbers of seats is reserved for applicants belonging to Scheduled Caste/Scheduled Tribes (15% for Scheduled Caste and 7½% 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.
- The seats reserved for the SC/ST applicants shall be filled by the SC/ST applicants only. However, in the case of non-availability of the eligible applicants the reserved seats may be interchanged between the SC & ST. If still any seat remains unfilled, the same shall be left vacant.
- The 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 removed, remedial classes for which may be

arranged by utilizing grants that are available from University Grants Commission.

- The minimum eligibility requirement for the Scheduled Caste/Scheduled Tribe applicants will be that they must have passed the qualifying school/degree examination.
- The following are empowered to issue the 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/ Add. 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).

Applicant must note that 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 by it as SC or ST.

If the applicants do not have the SC or ST caste/tribe certificate at the time of upload, the applicant 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 SC or ST caste/tribe certificate.

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

Note: SC/ST students who get admission under open merit (unreserved) will not be included in the reserved quota, i.e.22.5%.

7.2 Reservation of Seats for Non-Creamy layer (Central List) Other Backward Classes (OBC)

- 27% seats will be reserved for the applicants belonging to 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 List of OBCs notified by the Ministry of Social Justice and Empowerment.

<p>Candidates seeking admission under SC/ST/OBC category should have certificates in their own name only.</p>
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- 27% seats will be reserved for the applicants belonging to OBC (non-creamy layer, Central list).
- At the time of giving admission to an OBC applicant, the department 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 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.

- 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 ‘creamy layer’ status of the applicants as per DOPT Office Memorandum No. 36036/2/2013- Estt.(Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2016-2017.
- If the applicants do not have the OBC non-creamy layer certificate of the financial year 2016-2017 at the time of upload, the applicant may upload old OBC non-creamy layer certificate/acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant will have to produce the OBC non creamy layer certificate of the financial year 2016-2017.
- The OBC applicants shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance test to the extent of 10% of the minimum eligibility marks prescribed for the General Category applicants. For example, if the minimum eligibility for admission to a course is 50% for the General Category applicants, the minimum eligibility for the OBCs would be 45% i.e. (50% less 10% of 50%)
- All those OBC applicants who meet the minimum eligibility marks in the qualifying examination and the minimum eligibility marks (if any) in the entrance test shall be eligible for admission in the order of their merit, keeping in view the availability of seats reserved for them.
- It is a statutory obligation on the part of Colleges to fill all seats reserved for OBC applicants.

- The department shall not refuse admission to any OBC applicant on the basis of medium of instruction.
- If the seats meant for OBC remain vacant after arriving at the minimum eligibility, the same may be converted and filled up by other eligible applicants subject to approval from the University.

Note: The merit list for the unreserved category seats will comprise of all the applicants in the order of merit. No one will be excluded from the same. In other words, it will also include SC / ST /OBC applicants, if they come in unreserved merit. The applicant cannot be excluded from the unreserved category merit list just because he belongs to SC/ST/OBC. Such an applicant is entitled to be considered under the unreserved category, as well as under the reserved category. Admission to unreserved category seats will be strictly in the order of merit without excluding SC/ST/OBC applicants.

7.3 Reservation of Seats for Persons with Disabilities (PwD) (Supernumerary Seats)

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, where “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.

The PwD applicants shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility (if any) in the admission entrance exam to the extent of 5%.

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;

1. Physical disability

A. 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—

(a) "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 eye-lid but with no manifest 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;

(b) "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;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "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;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "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.

(c) "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—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "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.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and

practical skills, including—

- (a) "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 dyspraxia and developmental aphasia; calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia,
- (b) "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.

3. Mental behaviour

"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 sub normality of intelligence.

4. 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 would 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 hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified 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.

6. Any other category as may be notified by the Central Government.

Concessional/Waiver of fees in respect of Persons with Disabilities (PwD)

1. Consequent upon amendment to Ordinance X(4) of the University, the following provision has been added after Sub-clause 2 of Ordinance X(4) of the said Ordinance: "Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees, except Admission fee, subscription towards Delhi University Students' Union and Identity Card fee for pursuing undergraduate, post-graduate or other Programmes in the University or its Colleges." In pursuance of the above, the applicants with physical disabilities pursuing various Programmes of study in the Faculties, Departments, Centers, 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.

2. PwD applicants who will meet the cut-off for the unreserved category and will take admission in the unreserved category (UR) will pay the fee relevant for PwD applicant.

3. In pursuance of the Executive Council Resolution No. 50 dated 03.11.2012, it is notified that the 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. The Persons with Physical Disabilities students shall pay 50% of the Mess fee and the remaining 50% of the Mess Fee is being met by the University of Delhi.

7. Reservation of Armed Forces (CW) (Supranumerary Seats)

1. All applicants seeking admission to various undergraduate programmes of the University of Delhi will have to register online as per schedule notified by the University.

2. Five percent (5%) of seats are reserved for applicants under CW categories. The CW applicant shall also get a concession of 5% marks in the minimum eligibility requirements in the qualifying examinations.

3. All the CW applicants have to upload the Educational Concession certificate in the enclosed format to be issued by any of the following authorities on the proper letterhead.

(i) Secretary, Kendriya Sainik Board, Delhi.

(ii) Secretary, Rajya Zila Sainik Board.

(iv) Officer-in-Charge, Record Office.

(v) 1st Class Stipendiary Magistrate.

(vi) Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

4. Admission may be offered to the Children/Widows of Officers and Men of the Armed Forces including Para-Military Personnel, in the following order of

preference:

- (i) Widows/Wards of Defense personnel killed in action;
 - (ii) Wards of Defence Personnel disabled in action and Boarded out from service with disability attributable to military service;
 - (iii) Widows/Wards of Defence Personnel who died in peace time with death attributable to military service;
 - (iv) Wards of Defense Personnel disabled in peace time and Boarded out with disability attributable to the military service; and
 - (v) Wards of serving Ex-servicemen personnel including personnel of police forces who are in receipt of Gallantry Awards;
- Gallantry Awards include: Parma Veer Chakra, Ashok Chakra, Sarvottam Yudh Seva Medal, Mahan Veer Chakra, Kirti Chakra, Uttam Yudh Seva Medal, Vir Chakra, Shaurya Chakra, Yudh Seva Medal, Sena, Nau Sena, Vayusena Medal, Mention-in-Despatches, President's Police Medal for Gallantry, Police Medal for Gallantry.

9. Reservation of Seats for Foreign Applicants (Supernumerary Seats)

All foreign applicants, including those who have completed their schooling from an Indian Board may be treated as Foreign Students for the purpose of their registration /admission in various departments and Colleges of the University and they may be considered for admission under 5% quota prescribed for the foreign students. The foreign applicants seeking admission to Undergraduate Programmes should apply online through Foreign Students' Registry portal <http://fsr.du.ac.in> and can contact Deputy Dean (Foreign Students' Registry), Conference Centre, University of Delhi-110007 for further details.

Email: fsr_du@yahoo.com

Phone No. +91-11-27666756

10. Admission Grievance Committees

There will be a Central Admission Grievance Committees, located in the Dean Students' Welfare Office. Every College shall have its own Grievance Committee. The student can send an email by using the link provided on the University Undergraduate Portal under "Grievance "tab. The details of Grievance Committees of various colleges are provided in 0 and shall also be displayed on the Notice Board of the respective college. Applicants having grievances about admission should first apply to Grievance Committee of the college. If the grievance is not resolved within reasonable time applicant may approach to the Central Admission Grievance Committee.

There will be Grievance Sub-Committee to look into grievances of SC/ST/OBI/and another one for PwD applicants. Each college will also have a separate grievance committee for SC/ST/OBI, which will consist of three members with liaison officer as its convener. The colleges will display the name, contact number & email address of the members of the grievance committee members for SC/ST/OBC applicants on the college website and notice board to facilitate and address the needs/queries of aspiring applicants.

11. Hostel Facilities

University of Delhi is one of the premier institutions of our country and hence draws a large number of Applicants from all across India and abroad. The outstation students, after securing admission look out for the next concern, which is availability of safe and comfortable accommodation. In order to meet the requirements of such students different colleges offers hostel facilities for students but not all the colleges have this facility and seats are also highly limited which are allotted purely on the basis of merit of the Applicant. Every hostel has a designated in charge who looks after the wellbeing of the hostel as regard to admissions, maintenance, discipline, food availability, functions and so on. The list of hostels in different constituent/affiliated colleges is given below:

Hostel Facilities in the University

The University of Delhi (North Campus) also offers hostel facilities to female undergraduate applicants. The list is as follows:

Name of the Hostel	Number of seats	Contact Person
Undergraduate Hostel for Girls	654	Prof. Rita Kakker, 9810120508
International Students House for Women (Few Seats for foreign undergraduates only)	30	Prof. Meenakshi Thapan, 9871260294

1.All students staying in the hostel will have to strictly adhere to hostel rules. Due to huge intake of students, all selected out-station applicants may not get hostel accommodation. Thus, the applicants should clearly understand that the admission to a programme would not ensure allotment of hostel accommodation. Accommodation will be offered to the eligible applicants subject to the merit of the student and availability of seat in the hostel. Students generally stay in as paying-guest (PG) or in the rental accommodation in the nearby areas.

Students should be based on merits of SC/ST. Only such students should be considered for Hostel accommodation whose parents are not residing in Delhi.

11.1 Admission to Hostel for SC/ST/PwD/CW Students

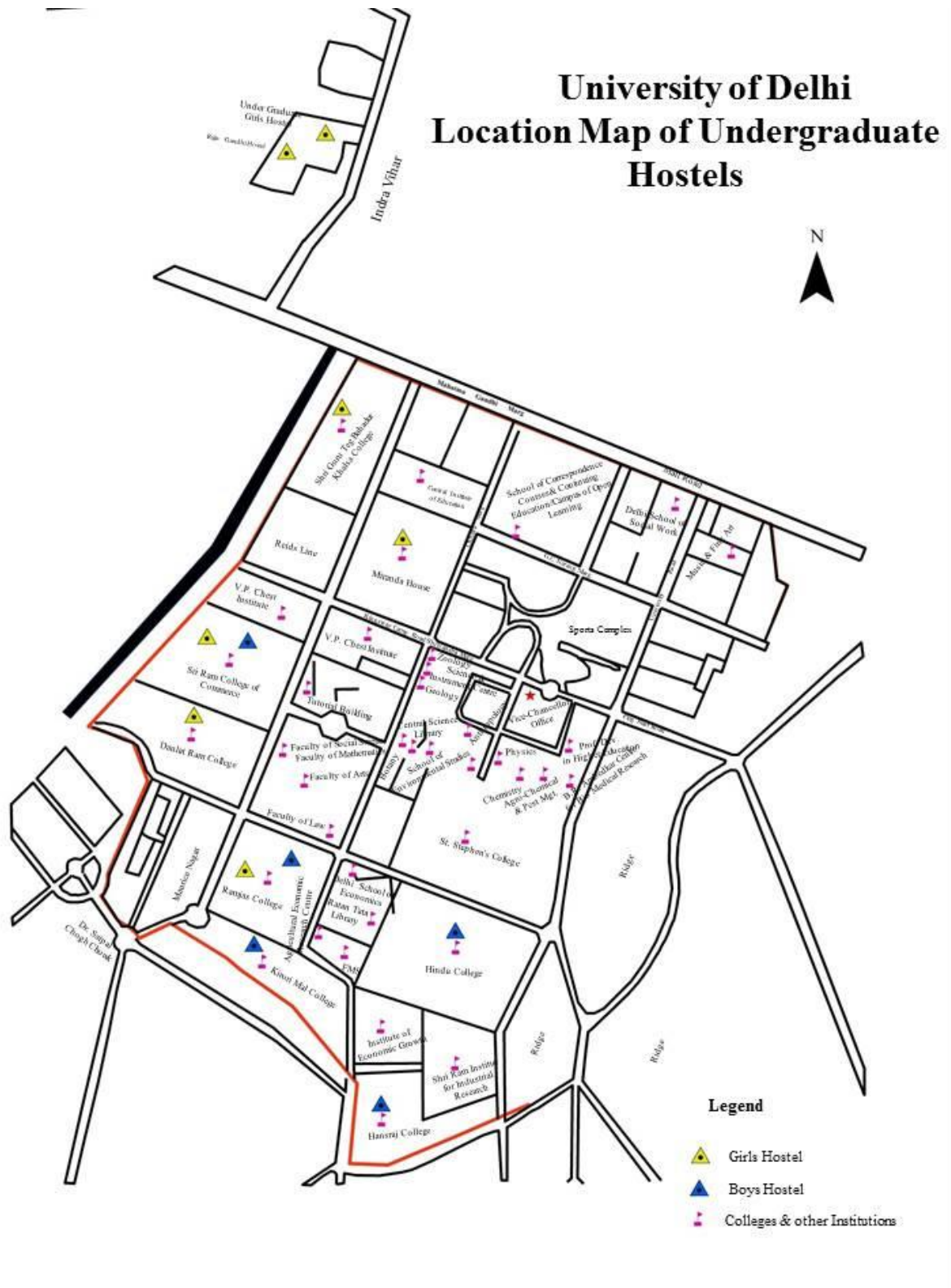
1. Out of the vacant hostels seats, 15% seats are reserved for SC students and 7½% for ST students in the University Hostels. The allotment of seats in Hostels to SC/ ST
- 2.However, if seats are available, any hard case of SC/ ST students, whose parents are residing in Delhi, may be examined by the Head of the Institution/ Hostel on the individual merits of the students concerned. Last date for admission to the Hostels be fixed according to dates fixed for admission of SC/ ST students by the University and the seats remaining unfilled in this reserved

category be treated as open seats and be offered to other students after the expiry of last date for admission to Hostels for SC/ ST students.

3. 3% seats are reserved for the PwD Students in the Hostels of the University.

4. Few seats are also reserved for CW quota in the Hostels of the University.

Hostel Map



12. Central Placement Cell

The Central Placement Cell (CPC) is an initiative by the University of Delhi to provide gainful employment and internship opportunities to the students. The Central Placement Cell is managed by the Office of Dean Students' Welfare. It provides an online platform where the Companies and Organizations get themselves registered. Students of both under-graduation and post-graduation in all programmes can get themselves registered with CPC through their respective Colleges / Departments.

The CPC also organizes capacity enhancement programs on a regular basis for developing the leadership and entrepreneurial skills of the students. Such programmes groom students to effortlessly face the challenges of corporate world. All the registered students with CPC are entitled to placement assistance and counseling for employment. The CPC acts as an interface between companies and students for career options. For more information kindly refer the website <http://www.placement.du.ac.in>.

13. Cultural Council

The Culture Council is a place for the most active, talented and creative young people. It is functioning under the Dean, Students Welfare. It is a vibrant cultural body, which organizes a variety of cultural programs/competitions. It reaches out to all the bonafide students of colleges and departments of the University of Delhi. The council collaboratively with colleges organizes different cultural activities to enhance the overall cultural skills of the students. Deputy Dean, Cultural Activities, handles the activities of Culture Council. For further information students are advised to contact the office of cultural council through email culturecouncil_du@rediffmail.com.

14. Delhi University Library System

Delhi University Library System (DULS), have more than 37 libraries in its fold. The DULS is accomplishing its task of reaching to wider academic community. DULS have advanced web activity with the subscription of as good as 63 high quality electronic databases being made available through campus network to teachers, students and research scholars. In addition to this 21 more databases are also accessible through UGC-INFONET Digital Library Consortium. DULS also promotes Open Access e-resources. The success of DULS lies on its use by the academic community of the University of Delhi. DULS is regularly conducting innovative Information Literacy Programs (ILP) for the benefit of students, researchers and faculty members and also making efforts in developing tutorials to make the community proficient in the use of world wide web.

For further information refer <http://www.crl.du.ac.in>

Delhi University Library System includes the following major libraries: Central Library, Arts Library, Central Science Library, East Asian Studies Library, Faculty of Management Studies (FMS) Library, Law Library, Ratan Tata Library, South Campus, Library, Braille Library (On DU Intranet).

15. ORDINANCES

15.1 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 he / she deems proper to the Proctor and to such other persons as he/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 nonteaching 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. Willful 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 his / 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 himself / herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he /she submits himself / 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.

15.2 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 moto 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, he/ 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, his/ 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 the University

of Delhi 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.

15.3 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.
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 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, he/ 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, his/ 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 the University

of Delhi 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.

Note: 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.

15.3 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://indiacode.nic.in/acts-in-pdf/142013.pdf>.

16. Frequently Asked Questions (FAQs)

Q 1 I have registered online on the DU undergraduate (UG) course based on computer based online entrance exam portal. Do I still need to fill up the offline form for undergraduate admission?

Ans. No, there's no offline form.

Q 2 Is there a way to apply for admission through offline mode?

Ans. No, there's no offline form. You have to apply through the online UG entrance based Admission Portal **<http://ugentrance.du.ac.in>**

Q 3 What should I do if I filled an incorrect email address while registering?

Ans. You have to register again with the correct email address to fill the registration form.

Q 4 Can I apply in multiple programmes/courses in an online application form?

Ans. You can apply in multiple programmes/courses by choosing all the programmes/courses in which you wish to apply through a single online registration form.

Q 5 Which are the mandatory fields in the application?

Ans. Mandatory fields are indicated by a red star asterisk (*) adjacent to the name of the fields. The applicant must fill the relevant information in these fields to complete the registration.

Q 6 I made an error in filling my online application form. Do I register again using different email id and fill the new application form.

Ans. No, the portal does not allow you to register twice. However, you can rectify your error by again logging into your account and use the “Edit” button at the end of each session/page till you have not submitted the application fee and the online portal is open.

Q 7 In online portal, I have created my account and filled my application form. Can I use the same account to fill the application form for my friend?

Ans. No, only a single applicant can apply from one account for UG Admissions. Each applicant must create a separate account and fill the separate online application form.

Q 8 I do not have an email account. Can I use someone else’s email to create registration account during "Sign Up"?

Ans. No, you should not use anyone else’s email account for registration. You must create a valid email account and remember its password, as all the communication from the University would be sent to your email account used during the "Sign Up" process.

Q 9 I forgot my email account using which I created my registration account during "Sign Up". What should I do?

Ans. You should remember your email account used during the "Sign Up" process at the time of registration, failing which we will not be able to help you. At the end of the "Sign Up" process click on the button "Click here to save this information for future reference", which will result in saving this information as a pdf file on your device and have your email id information so that you can use it in case you forget your registered email. You can use “Reset Password using

email option” on the portal after which a link will be sent to your registered email using which applicant’s will be able to reset their password.

Q 10 How can Persons with Disabilities (PwD) access and fill the online application form?

Ans. The PwD applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading softwares such as JAWS or NVDA to complete the application form. Those unable to use computer may take human assistance. Two centres (one at North Campus and other at South Campus) have been setup by the University for assisting PwD candidates.

Q 11 What should be done if the University website link stops or hangs?

Ans. All possible measures are taken during the development phase to avoid such a situation. However, such a problem can arise due to internet issues or if a large number of applicants login simultaneously. You are advised to click on “Submit” button on each page/session separately to save the information. You may proceed with filling up of the remaining online registration form after refreshing the link or re-logging into your account.

Q 12 How to pay application fee on DU UG Portal?

Ans. The payment is accepted online only through credit card/debit card/Net Banking. Persons with Disabilities (PwD) can print the cash-challan (generated through the software) and submit the same in the nearest ICICI Bank Branch to pay the fee. .

Q 13 Will there be any disadvantage for gap year students?

Ans. No, there is no disadvantage to gap year students and they would be treated at par with regular students. They should meet the requisite criteria for admission and must possess the necessary documents/certificates.

Q 14 Is an applicant/candidate required to be present in-person on the day of admission?

Ans. It is mandatory for the applicant to be present on the day of admission in the college along with the desired documents/certificates.

Q 15 Can I take admission in two different programmes.

Ans. No, you cannot take admission simultaneously in two different programmes or same programmes in different colleges. In case you take admission at two places, your admission will be cancelled from both the colleges/programmes.

Q 16 I belong to ST category and live in a remote place. How can I apply for undergraduate programmes in your University?

Ans. You can apply online by filing the application form from your place itself.

Q 17 Is it important to have caste or tribe certificate in the name of a candidate/applicant?

Ans. Yes, if you are applying under any reserved category (SC/ST/OBC/PwD), then you must have Caste/Tribe/PwD certificate in the name of applicant. The OBC certificate must also specify that applicant belongs to non-creamy layer and the caste is listed in the Central Government list.

Q 18 Why am I not able to preview my application and also not able to pay the fee?

Ans. Please ensure that you have:

- i) Completed the mandatory fields (marked with red asterisk) on every page.
- ii) You have uploaded the required documents under the 'Mandatory Uploads'.

Q 19 Is it possible to change/update the information provided by the applicant in the online application form, once the fee is submitted?

Ans. No, the applicants cannot change/update the information after they submit the registration fee.

Q 20 Does University of Delhi offers hostel facilities?

Ans. Yes, there are few colleges of the University, which offers hostel facilities to the students. The list of such colleges with complete details is given in this information bulletin.

Q 21 What is the procedure of getting into hostels?

Ans. The selection in hostels is strictly based on merit of the candidate. Once a candidate gets admission in a college offering hostel facility then, they have to apply separately for hostels.

Q 22 Does University follow any policy with regard to the anti-ragging?

Ans. Yes, the University believes in providing a safe and secure environment to its new entrants. As per the UGC guidelines, 2009 regarding curbing the menace of ragging, the colleges and department strictly adhere to ordinance XV-B of the University related to anti-ragging.

Q 23 What is the mechanism of fee refund in case a student cancels his admission?

Ans. The fee refund in case of cancellation of admission will be in accordance with the rules of fee refund policy as notified by the University.

17. Annexure I: Fee Refund Policy

RULES FOR REFUND OF FEE ON ACCOUNT OF WITHDRAWAL/CANCELLATION OF ADMISSION (as per notification Acad.-I/2015-16/Refund of fee/541 dated 26th June, 2015)

S. No	Reasons for seeking refund	Quantum of fee to be refunded
1.	When a student applies for withdrawal of admission up to 30 th September	Full fee after deduction of Rs.500/- and full examination fee.
2.	When a student applies for withdrawal of admission on or after 1 st October till three working days before the last date of admission (including the last day of admission).	Full fee after deduction of Rs.1000/- and full examination fee.
3.	When a student applies for withdrawal of admission after three clear days of the last date of admission	No fee will be refunded, except the examination fee.
4.	When admission is made inadvertently due to error/omission/commission on the part of the University	Full fee and full examination fee.

5.	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. 6 In case of Migration of a student in III semester from one
6.	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
7.	If a student provisionally admitted to a course on declaration of the result of his qualifying examination/compartmental examination becomes ineligible for admission and his/her admission is cancelled.	Full fee after deduction of Rs.1000/- provided that he/she applies for refund in the same Financial Year.
8.	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
9.	When a student has been allowed to change the course of study in the same college or within the departments of the University.	After adjustment of fees already aid the student will be required to pay the remaining amount due as prescribed for the new course. In case the student paid in the previous course more than the amount due for the second course, the excess amount will be refunded/adjusted towards further month(s) fees.

18. Schedule for Announcement of Admission Lists, Verification of Documents, Approval of Admission and Payment of Admission fee-

Start date for Online Registration	23rd August,2017
Closing date for Online Registration	8th September 2017
Date of the Entrance Examination	17th September 2017
Announcement of Results of Entrance Examinations/ Grievance Handling	22nd September 2017
First Admission list	22nd September 2017
Document verification and approval of admission	23rd -25th September 2017
Classes Start	26th September 2017

Note: Verification of Documents and Admission Process will take place at Delhi School of Journalism, University Sports Complex, (Entry from Gate No. 2), North Campus, University of Delhi.