

ADMISSION PROCESS



- i. Applicants who have applied on university portal and meet the requisite cut-off should login to the UG admission portal through their registration account and select college/course where the applicant wishes to take admission.
- ii. A clear copy of online admission form containing the name of college (Daulat Ram College) with photograph should be printed on A4 size good quality paper. The candidate should bring photographs(2 copies) along with all relevant documents in original to college for verification of documents and other eligibility criterion.
- iii. The college will retain the certificates of approved applicant. The certificates will remain with the colleges during the admission process. However, the colleges shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear in counselling of any other university/ institute for which a written application is to be given to S.O. (Admin).
- iv. After the college approves the admission on the UG admission portal, the applicant will then be required to log-on to the UG admission portal to make the online Admission Fee payment through one of 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 deadline or as per deadline declared by the university from time to time.
- v. It may be noted that your admission in a college is completed only after payment of the online admission fee on the UG admission portal within the prescribed time-limit.
- vi. A applicant can take admission only in one course in one college at any given time. In case a student wishes to withdraw/cancel the admission in a course/college, the applicant should approach the college where the admission is taken. Only after the college cancels the admission of a applicant, the candidate can proceed to take admission in other courses/colleges. Admission fee will be transferred to other college where students takes admission with a deduction of Rs. 500/- in case of Indian National and Rs. 1000/- in case of foreign students as per university rules.
- vii. The college will not declare its cut off for a course in subsequent list if all its seats are full. There would be five cut off list in all as per university guidelines.
- viii. (a). The applicants who could not take admission in a given cut-off list can be considered for admission in the immediate next cut-off list only on the last date of admission, subject to availability of seats.
(b) For Boards, like International Baccalaureate and others, whose results are declared late, candidates may be considered in whichever cut-off list their results are declared, subject to availability of seats and provided the candidate had completed the online registration process.
- ix. Candidates desirous of taking admission in the college hostel should clearly indicate in admission form of college. Once college admission is complete, student should approach hostel for registration along with fee receipt of college. After getting their fee receipt they should register themselves in the hostel. The detailed procedure for hostel admission is listed in hostel information bulletin/handbook available in college/hostel.
In case of any ambiguity the information uploaded on University of Delhi's official website www.du.ac.in would be treated as final and binding on all.

ACADEMIC SUBJECTS AND PROCEDURE FOR CALCULATING

Percentage on the basis of Best of Four Subjects

(For courses wherein Admission is done on the Basis of Best of Four)

I. Procedure for calculation of 'Best of Four' subjects percentage for Honours Courses (For admission to Arts/Humanities Courses):

- a. One Language (Core/ Elective/ Functional)
- b. The subject in which admission is sought (If a candidate does not include the concerned subject whether studied or not, in 'Best Four' in which he/she is seeking admission in the honours course, then a deduction of 2.5% will be imposed on the calculated 'Best Four' percentage).
- c. Any two other academic/elective subjects as per List-A:

List A

The following Discipline subjects must be treated as Academic/ Elective subjects for the purpose of undergraduate admissions. All other subjects offered by different boards may be treated as non-elective.

Arabic	English	Italian	Punjabi
Bengali	French	Legal Studies	Psychology
Botany	Geography	Mathematics	Sanskrit
Biology/ Biotechnology	Geology	Music	Sociology
Chemistry	German	Persian	Spanish
Accountancy/Commerce/ Business Studies	Hindi	Philosophy	Statistics
Computer Science/ Informatics Practices	History	Physics	Urdu
Economics	Home Science	Political Science	Zoology

1. Accountancy shall be treated at par with academic/ elective subjects.
2. Mass Media Studies will be treated as an academic subject for the purpose of admission to B.A. (Hons.) Journalism (Hindi/ English).
3. In case an applicant has studied elective and core languages, the core language subject will be treated as language, while elective language can be considered as academic/ elective subject.
4. Admission to B.A. (Hons.) Applied Psychology will be based on 'Best Four' percentage as in B.A. (Hons.) Psychology.
5. Admission to B.A. (Hons.) Social Work and B.A. (Hons.) Philosophy will be based on 'Best Four' percentage including one language and three academic/elective subjects as per the above procedure.
6. The applicants must have studied and passed Mathematics at the qualifying exam for admission to B.A. (Honours) in Economics.
7. (a) For admission to Honours in any language programme, advantage of 2% in the 'Best Four' percentage will be given to those applicants who have studied that particular elective language.
(b) In case, an applicant has not studied a language at qualifying exam and is seeking admission to Honours in that language (except

for Honours in English and Hindi, refer (c)), deduction of 5% will be imposed on 'Best Four' percentage.

(c) For admission to Honours in English and Hindi, the applicant must have studied and passed the respective language in the qualifying

exam and should include respective language for calculation of 'Best Four' percentage.

8. University may define any other relevant subjects as an academic/ elective for a particular Honours programme.

LIST C1 – List of Core Subjects for B.Com. (Hons.)/B.Com.

PART 1 (Language)	PART 2 (Core Subjects)
English	Mathematics
Hindi	Accountancy
	Business Studies / Commerce
	Economics

LIST C2 – ADDITIONAL LIST of Subjects for B. Com. (Hons.)/ B.Com.

Botany	Geography	Philosophy	Statistics
Business Mathematics	Geology	Physics	Zoology
Biology/Biotechnology	History	Political Science	
Chemistry	Home Science	Psychology	
Computer Science/Informatics Practices	Legal Studies	Sociology	

II. Procedure for calculation of 'Best Four' subjects percentage for B. Com. (Honours)/ B.Com.:

One Language from Part 1 of List C1 + three best subjects out of Part 2 of List C1.

OR

One Language from Part 1 of List C1 + any combination of subjects out of Part 2 of List C1, List C2 or any other subject (not listed either in List C1 or List C2). In such a case, the deduction of marks from aggregate percentage of 'Best Four' shall be as follows:

- i. For every subject included from List C2, a deduction of one percent in aggregate percentage of 'Best Four';
- ii. For every other subject (not listed either in List C1 or List C2), a deduction of 2.5% per subject in aggregate percentage of 'Best Four'.

Note:

1. All subjects to be included in the calculation of 'Best Four' must have at least 70% theory component of examination. In case the subject to be considered does not have at least 70%

theory component, then the marks obtained in theory and practical shall be converted to 70% and 30% respectively, on pro rata basis. The marks so arrived at will then be considered for calculation of 'Best Four'.

2. The applicant must have studied and passed Mathematics/Business Mathematics at the qualifying examination for admission to B. Com. (Hons.).
3. The computation of 'best four' subjects in the above framework should lead to an effective and unique 'best four' which would be higher than any other combination of 'best four' subjects.

Admission to Science Programmes

All the subjects to be included for Basis of Selection (PCM/PCB/PCMB) must have at least 70% theory component of exam. In case, the subject to be considered does not have 70% theory component and 30% practical component, then the marks of theory and practical only must be converted to 70% and 30%, respectively on pro rata basis. These new marks will then be considered for calculation of PCM/PCB etc.