



## 9. OTHER IMPORTANT INFORMATION

### 9.1 Documents to be uploaded at the time of Admission

The scanned copies of essential documents to be uploaded.

For admission process a scanned copy of all the essential documents listed below, as applicable have to be uploaded at the time of registration:

#### (I) Students who have passed from CBSE to upload following documents:

1. Recent Photograph and Signature. (10 KB to 200 KB, JPEG Format)
2. Self Attested copy of Class-X Marksheet. (10 KB to 200 KB, PDF/JPEG Format)
3. Self Attested copy of Class-XII Marksheet. (10 KB to 200 KB, PDF/JPEG Format)

#### (II) Students from other than CBSE Boards have to upload the following documents:

1. Recent Photograph and Signature.  
(10 KB to 200 KB, JPEG only)
2. Self Attested copy of Class-X Certificate and Marksheet.  
(10 KB to 200 KB, PDF/JPEG Format)
3. Self Attested copy of Class-XII Certificate and Marksheet.  
(10 KB to 200 KB, PDF/JPEG Format)
4. Compartment/Passed students have to upload both their Marksheets (compartment+ passed).  
(10 KB to 200 KB, PDF/JPEG Format)

#### (III) Determination of the eligibility of Diploma In Engineering Technical Education:

The Academic Council of the University of Delhi has approved the recommendations of the Equivalence Committee of the Academic Council in its meeting held on 21<sup>st</sup> March, 2018 that the candidates having three year engineering diploma (10 + 3) from the Board of Technical Education of different states of India shall be eligible to seek admission in 1<sup>st</sup> year of Undergraduate Courses in Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi.

The Following documents will be required for the purpose:

1. Recent Photograph and Signature. (10 KB to 200 KB, JPEG Format)
2. Self-attested copy of Class-X Certificate and Marksheet. (10 KB to 200 KB, PDF/JPEG Format)
3. Self-attested copy of semester V and VI (Final Year Marksheet) (10 KB to 200 KB, PDF/JPEG Format)
4. Self-attested copy of Provisional certificate (Most Important)  
(10 KB to 200 KB, PDF/JPEG Format)

#### (IV) Students applying against the reserved (SC/ST/ OBC/PWBD etc.) and BPL category must upload the following documents, as applicable, in addition to the above-mentioned documents:

1. Self-attested copy of Reserve Category Certificate of the candidates only, if applicable (SC/ST/OBC/PWBD etc. candidates)  
The certificate of the candidate must have been issued before the date of admission.
2. Self-attested copy of Original Income Certificate, if applying for Fee Concession/Financial Assistance.
3. Self-attested copy of BPL/AAY Ration Card, if applying for Financial Assistance.



### (V) For PWBD and FSR applicants

For Online admission process all essential documents to be submitted at the time of submission of Admission Form are as follows:

1. Self-attested photocopy of Class-X Certificate and Marksheet.
2. Self-attested photocopy of Class-XII Certificate and Marksheet (current students can submit Original Provisional Certificate).
3. Original copy of Migration Certificate/ Transfer Certificate (if the candidates have studied from the boards other than Delhi like NIOS, UP, Bihar, Haryana, Rajasthan etc.).
4. Self-attested photocopy of Reserve Category Certificate of the candidates belonging to SC/ST Category and in case of PWBD Category Disability Certificate with minimum 40% disability issued by any Government Hospital.  
The certificate of the candidate must have been issued before the date of admission.
5. Original Income Certificate, if applying for fee concession/Financial Assistance.
6. Self-attested photocopy of AAY Ration Card, for Financial assistance.

### 9.2 Additional Information

1. The Department/School remains open for interaction with students on all working days from 9:00 a.m. to 5:30 p.m. Office of the Department/School remains closed on Saturdays, Sundays and other declared Holidays.
2. Students already on rolls need not apply for admission afresh for II/ III Year.
3. The OBC status is to be determined on the basis of the Central List of OBCs as notified by the Ministry of Social Justice & Empowerment on the recommendation of National Commission for Backward Classes.
4. If any false attestation/falsified records are detected, the student will be debarred from attending any course in the University or its college(s) for next five years and in addition, a criminal case under relevant section of IPC (viz. 470, 471, 474 etc.) will be instituted against him/her to the requisite criminal proceeding.
5. All admissions are provisional till the verification of original certificates and confirmation by the Department. The Department/School reserves the right to cancel the provisional admission or the result of the examination of concerned degree course of any student at any time.
6. There is no restriction on admission in any course for gap year students.
7. There is no provision of admission for compartmental candidates in Under-graduate Courses.
8. A candidate who registers himself/herself under SC/ST Category is required to produce the Category Certificate of Scheduled Caste/Scheduled Tribe in his/her own name. The Issuing Authority of the SC/ST Certificate must be any one of the following:

- i) District Magistrate / Additional District Magistrate /
  - ii) Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Assistant Commissioner.
  - iii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - iv) Revenue Officers not below the rank of Tehsildar.
  - v) Sub-Divisional Officer of the area where the candidate or his family normally resides.
  - vi) Administrator / Secretary to Administrator / Development Officer(Laccadive and Minicoy Island).
8. Aggregate marks in respect of examinations where the results are shown in grades and standards attained in different subjects (such as the Pre-University /Pre-Degree Examinationetc.) the minimum percentage of the marks for subjects given in standards is taken into account.
  9. Candidates must ensure their respective eligibility to the course to which they apply. The Department/School reserves the right to cancel any admission at any stage if the candidate is found to be ineligible as per rules and regulations prescribed by the University from time to time. For any dispute, jurisdiction shall be the Delhi Courts only.
  10. As per university notification vide letter No. Acad.-I/Equivalence/2012/143 dated 28th May 2012: "The Committee recommended that the Madarsa affiliated with the corresponding State Madarsa Boards and the certificates/ qualifications of the Madarsa Boards which have been granted equivalence by the corresponding State Board of Education to that of their Senior Secondary Education, Council of Boards of School Education in India (COBSE) and/or by any other School Examination Board be recognized at par with Senior Secondary Certificate of CBSE for the purpose of admission in the Under-graduate courses.
  11. Candidates who have passed the Matriculation or the S.S.L.C., S.S.C. or Higher Secondary (11 year schooling) examination only, are NOT eligible for admission to UG Course.
  12. As per Distance Education Bureau (DEB) wide notification no.F.No.1-8/2022(DEBI) dated 13.07.2022 there is no need to appear in CUET 2022 to take Admissions in the courses offered through Distance Mode.



### 9.3. List of Holidays

List of declared holidays for the year 2022-23 session is provided below for the reference of students.

HOLIDAYS		
Dussehra	October 05, 2022	Wednesday
Milad-Un-Nabi or Id-E-Milad	October 09, 2022	Sunday
Diwali (Deepawali)	October 24, 2022	Monday
Guru Nank's Birthday	November 08, 2022	Tuesday
Christmas Day	December 25, 2022	Sunday
Republic Day	January 26, 2023	Thursday
Maha Shivratri	March 18, 2023	Saturday
Holi	March 08, 2023	Wednesday
Mahavir Jayanti	April 04, 2023	Tuesday
Good Friday	April 07, 2023	Friday
Id-UI-Fitr	April 22, 2023	Saturday
Budh Purnima	May 05, 2023	Friday

### 9.4 Contact Information

Complete details of contact information for the Department/School and its South and West Regional Centres are provided below. Students may contact the Department/School in case of any problem.

essential information services related to updation of student's profile, status of degree, Marksheet, Exam Form/Demand Letter, Academic Counselling Sessions, Old Question Papers, Study Materials, Syllabus, Faculty Members contact timing etc. Students can visit at <https://sol.du.ac.in>.

In addition, the Department/School has a website also which provides

NORTH CAMPUS	SOUTH CAMPUS	WEST CAMPUS	EAST CAMPUS
<b>North Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, 5, Calvary Lane, Delhi-110007	<b>South Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/ Campus of Open Learning, University of Delhi, South Moti Bagh, (Old Motilal Nehru College Building), New Delhi	<b>West Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning, University of Delhi, C-2, Keshav Puram, University of Delhi, Delhi - 110035	<b>East Regional Centre</b> Department of Distance & Continuing Education, School of Open Learning/Campus of Open Learning, University of Delhi, Plot No – 4, Fc – 10 Tahirpur, Delhi - 110095
PABX/Enquiries - 27667600, 27667581, 27667645, 27666780	PABX/Enquiries - 24151600, 26882897, 26879462	Contact – 011-2781469	<b>Under Construction</b>
Email Id – <a href="mailto:uspandey@sol-du.ac.in">uspandey@sol-du.ac.in</a>	Email Id – <a href="mailto:jkhuntia@sol-du.ac.in">jkhuntia@sol-du.ac.in</a>	Email Id - <a href="mailto:sksharma@sol-du.ac.in">sksharma@sol-du.ac.in</a>	Email Id - <a href="mailto:kbgupta@sol-du.ac.in">kbgupta@sol-du.ac.in</a>
Fax – 27667242	Fax – 24104027		

### 9.5 Activities Conducted at Regional Centres

The following services are provided at the Regional Centres of the Department/School.

1. Facility for Submission of First year Admission Form of B.A.(Prog.)/B.Com. for PWBD candidates.
2. Dispatch/Distribution of Study Material to the students of I, II and III year of all B.A/B.Com.
3. Demand & Collection of fees for II and III year of B.A.(Programe) and B.Com.
4. Facility of borrowing books from the Library and use of Reading Room.
5. Facility of Fee-Concession, Financial Assistance and borrowing of textbooks from the 'Book-Bank' to the low income group students.
6. Commencement of Academic Counselling Session on working days/Saturdays/Sundays.
7. Students of B.A. (Prog.)/B.Com. get their results, duplicate Admit cards, mark-sheets, provisional certificates, Bona-fide Certificates and "No Dues Certificates" also from their respective Regional Centres.



### 9.6 Prohibition and Punishment for Ragging (ORDINANCE XV-C)

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 physical force
  - b. violates the status, dignity and honor of women students
  - c. violates the status, dignity and honor of students belonging to the scheduled castes and tribes
  - d. exposes students to ridicule and contempt and affects their self-esteem
  - e. entails 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 the 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 course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective.

**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.



### 9.7 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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 therewith 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 25<sup>th</sup> of 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>.

#### **Members of ICC @ SOL**

S. No.	Name	Designation
1.	Dr. Neeta Gupta, Associate Professor, Department of English, SOL	Chairperson, ICC
2.	Prof. Suman Kumar Verma, Professor, Department of Mathematics	Member, ICC
3.	Dr. Sneha Chawla, Associate Professor, Department of Commerce	Member, ICC
4.	Ms. Pragnya Routary, Senior Advocate, Supreme Court of India	Member, ICC
5.	Mrs. Nisha, Administration	Member, ICC
6.	Mrs. Prabha, Administration	Member, ICC
7.	Mr. Umesh, Administration	Member, ICC
<b>Student's Representatives for the period 2022-23</b>		
8.	Ms. Muskan Handa, Student M.Com	Student Rep, ICC
9.	Ms. Anshu Verma, Student B.A.(Hons.)	Student Rep, ICC
10.	Mr. Harsh Vats, Student B.A. Programme	Student Rep, ICC



### 9.8 Some Important Points to Note by the Fresher Students while visiting Delhi University

1. Do not get intimate with strangers and do not allow any person to use your mobile phone or reveal your residential address to them.
2. Do not accept eatables/ drinks from strangers.
3. Please collect information about admission only from centers authorized by Delhi University. Do not contact strangers for this purpose.
4. Do not interact with any person posing as an agent to get admission. Such persons may lure you to adopt short cuts to get admission.
5. The admission procedure in Delhi University is fully transparent and is on the basis of marks obtained and as per the procedure laid down.
6. Police Control Room- 100.

### Women's/Students' - Helpline - 1091/1291

#### ACP - Civil Lines Delhi Police

Phone: 23810113

e-mail: delpol@vsnl.co.in

#### SHO – Maurice Nagar

Delhi Police

Phones: 27667178, 27666332

