



### 3 ADMISSION RELATED INFORMATION

#### 3.1 Key Dates for Admission – Undergraduate Courses

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| (i) Availability of Prospectus and start of Online Admission on website ( <a href="https://sol.du.ac.in">https://sol.du.ac.in</a> )                    | 5 <sup>th</sup> October, 2022  |
| (ii) Last date of Admission (Any change in last date of Admission will be notified only on – <a href="https://sol.du.ac.in">https://sol.du.ac.in</a> ) | 31 <sup>st</sup> October, 2022 |

#### 3.2 Procedure of Online Admission

To provide *Students Support Services* at the door step of the students Department/School has revamped its admission procedure. Admissions in all Courses is only through ONLINE Mode.

1. Go to SOL website and login for online admission.
2. Fill all the relevant information in the course details page/personal details page.
3. Upload all scanned copies of the relevant documents. (legible/clear)
4. After successful payment, download the Fee Receipt and Identity Card.

**(Note: All admissions are provisional subject to verification of documents.)**

#### 3.3 Qualifying Examinations

The minimum requirements for admission to various Undergraduate courses offered by the Department/School are summarized below. Various aspects such as qualifying examinations, minimum marks required and course specific requirements are covered hereinafter.

Qualifying examinations for the purpose of admission to Undergraduate courses offered by the Department/School are summarized below. These are categorized in four groups. Candidate seeking admission should have passed the qualifying examination in any of these four groups.

List of Qualifying Examinations	
Group	Examination
I	Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education or an examination recognized as equivalent there to.
	OR
	Pre-University Examination (2 years after ten years schooling) of an Indian University recognized by University of Delhi.
	OR
	Intermediate Examination of an Indian University/Board or an examination recognized as equivalent.
II	Indian School Certificate Examination (Class XII) of the Council of Indian School Certificate Examination, New Delhi.
III	General Certificate of Education Examination of U.K. * 1. Pass in five subjects of ordinary level. & 2. At least in two subjects at Advanced level. These two Advanced level courses may either be chosen from among the five Ordinary level subjects or from outside this group as prescribed by the University of Delhi.
IV	The students who have passed Senior Secondary School Certificate Examination of the Central Board of Secondary Education, Delhi from 1981 under Vocational Technical Stream.
<b>Notes:</b> * Wherever G.C.E. Certificate indicates the grades it will be treated at par with the grades of Indian School Certificate Examination for the purpose of admission requirements.	

#### 3.4. Who can Apply?

- (a) No CUET Score is required, The admissions will be completed on the basis of marks secured in class XII.
- (b) There is no seat limit in any UG Course.
- (c) Admission is open to candidates from all over India.
- (d) Admission is also open to Indian nationals working in Indian missions abroad and also to their dependents, subject to appearing in University Examination at Delhi centre only.
- (e) Admission is also open to Indian nationals settled abroad provided they are:
  - Eligible and their examination centre will only be Delhi.
  - They submit a duly attested photocopy of the passport.

Foreign nationals residing in India are also eligible for admission in this Department/School. Their cases will be dealt with as per procedure laid down under Special Provisions.



### 3.5 Eligibility Certificate – Equivalence

The applications for admission to the Undergraduate courses in the Department/School University of Delhi in respect of candidates having certificates from the examining bodies other than specified in the booklet of the University entitled “ Examination and Degree of other Universities and Educational Institutions recognized by the University of Delhi” shall not be entertained by the Department/School without production of an Eligibility Certificate issued by the University.

### 3.6 Admission Eligibility

S. No.	Course	Eligibility
1.	<b>Bachelor of Business Administration (FIA)</b>	<p><b>For General Candidates</b> The candidate must have 65% Marks in Class XII or its equivalent examination from a single recognized board with 60% marks in Mathematics as subject.</p> <p><b>For OBC/EWS Candidates</b> The candidate must have 58.5% Marks in Class XII or its equivalent examination from a single recognized board with 54% marks in Mathematics as subject.</p> <p><b>For SC/ST Candidates</b> The candidate must have passed in Class XII or its equivalent examination from a single recognized board with Mathematics as subject.</p> <p><b>For PwBD Candidates</b> The candidate must have 61.75% Marks in Class XII or its equivalent examination from a single recognized board with 57% marks in Mathematics as subject.</p>
2.	<b>Bachelor of Management Studies</b>	<p><b>For General Candidates</b> The candidate must have 60% Marks in Class XII or its equivalent examination from a single recognized board with 60% marks in Mathematics as subject along with one language.</p> <p><b>For OBC/EWS Candidates</b> The candidate must have 54% Marks in Class XII or its equivalent examination from a single recognized board with 54% marks in Mathematics as subject along with one language.</p> <p><b>For SC/ST Candidates</b> The candidate must have in Class XII or its equivalent examination from a single recognized board with Mathematics as subject along with one language.</p> <p><b>For PwBD Candidates</b> The candidate must have 57% Marks in Class XII or its equivalent examination from a single recognized board with 57% marks in Mathematics as subject along with one language.</p>
3.	<b>B.Com. (H)</b>	<p><b>For General Candidates</b> The candidate must have 55% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics or Accountancy as a subject.</p> <p><b>For OBC/EWS Candidates</b> The candidate must have 49.5% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics or Accountancy as a subject.</p> <p><b>For SC/ST Candidates</b> The candidate must have minimum passing marks in Class XII or its equivalent examination from a single recognized board with Mathematics or Accountancy as a subject.</p> <p><b>For PwBD Candidates</b> The candidate must have 52.5% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics or Accountancy as a subject.</p> <p><b>For Qualifying Examination Please see Point No 3.3.</b></p>
4.	<b>B.A. (H) English</b>	<p><b>For General Candidates</b> 65% marks or above in aggregate in any one of the qualifying examination with at least 75% marks in English Core or 65% marks in English Elective/Functional English. (At least one language (English only) + three academic subject.</p> <p><b>For OBC/EWS candidates</b> 58.5% marks or above in aggregate in any one of the qualifying examination with at least 67.5% marks in English Core or 58.5% marks in English Elective/Functional English. (At least one language (English only) + three academic subject.</p> <p><b>For SC/ST Candidates</b> Minimum Passing marks in aggregate in any one of the qualifying examination with one language (English only) + three academic subjects.</p> <p><b>For PwBD Candidates</b> 61.75% marks or above in aggregate in any one of the qualifying examination with at least 71.25% marks in English Core or 61.75% marks in English Elective/Functional English. (At least one language (English only) + three academic subject.</p> <p><b>For Qualifying Examination Please see Point No 3.3.</b></p>



5.	B.A. (H) Pol. SC.	<p><b>For General Candidates</b> 50% in aggregate in any one of the qualifying examinations at least with one language plus three academic subjects.</p> <p><b>For OBC/EWS Candidates</b> 45% in aggregate in any one of the qualifying examinations at least with one language plus three academic subjects.</p> <p><b>For SC/ST Candidates</b> Minimum passing marks in any one of the qualifying examinations at least with one language plus three academic subjects.</p> <p><b>For PwBD Candidates</b> 47.5% in aggregate in any one of the qualifying examinations at least with one language plus three academic subjects.</p> <p><b>For Qualifying Examination Please see Point No 3.3.</b></p>
6.	B.A. Prog.	<p>The candidate must have passed in Class XII or its equivalent examination from a single recognized board.</p> <p><b>For Qualifying Examination Please see Point No 3.3.</b></p>
7.	B.Com. Prog.	<p>The candidate must have passed in Class XII or its equivalent examination from a single recognized board.</p> <p><b>For Qualifying Examination Please see Point No 3.3.</b></p>
8.	B.A. (Hons.) Economics	<p><b>For General Candidates</b> The candidate must have 60% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics as a subject.</p> <p><b>For OBC/EWS Candidates</b> The candidate must have 54% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics as a subject.</p> <p><b>For SC/ST Candidates</b> The candidate must have passed qualifying marks in Class XII or its equivalent examination from a single recognized board with Mathematics as a subject.</p> <p><b>For PwBD Candidates</b> The candidate must have 57% Marks in Class XII or its equivalent examination from a single recognized board with Mathematics as a subject.</p>

### 3.7 Special Provisions

#### 3.7.1 Age

As per the Ordinance of Delhi University, there is no minimum age bar for admission to the under-graduate and post-graduate courses in the University and its colleges.

#### 3.7.2 Relaxations/Concessions

##### (a) Scheduled Caste/Scheduled Tribe

**Ref: AC Resolution No.88, dated 14/06/1983; EC Resolution No.157, dated 24/12/2001**

The minimum eligibility requirement for Scheduled caste/ Scheduled Tribe candidates will be that they must have passed the qualifying school/degree examination. Provided that the minimum eligibility for admission to post-graduate courses be the minimum pass marks of the qualifying examination concerned of the University of Delhi. Scheduled Castes/Scheduled Tribe candidates who had passed the last qualifying examination from other Universities, should have secured at least the same percentage of pass marks in the qualifying examination as prescribed for the equivalent examination of Delhi University for purposes of admission to the Post-graduate course of this University.

Where the admission is based on the screening/written test, both for under-graduate and post-graduate courses, the Scheduled Castes/Tribes candidates would also be required to take the test but their merit list will be prepared separately and permitted as per the reservation quota.

##### (b) Other Backward Classes

**Ref: Notification No. Aca.1/2012-13/OBC/588 dated 11/04/2012**

The OBC candidates 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 candidates. For example, if the minimum eligibility for admission to a course is 50% for the General category candidates, the minimum eligibility for the OBCs would be 45%.

All those OBC candidates who secure 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.



Only those candidates who belong to the 'Non-Creamy Layer' and whose castes appear in the Central List of the OBCs shall be eligible to be considered for admission under the OBC Category.

#### (C) Persons with Benchmark Disabilities (PwBD)

The PwBD candidates with not less than 40% disability 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 5%.

### 3.7.3 Pre-University/SSLC

Optional Cases of candidates who have passed S.S.L.C. (11 Years) Pre-University (One Year Course) from Madras University and Madurai University can also be considered for admission to the 1st year of the 3-year Degree course provisionally subject to the approval of the Equivalence Committee and Academic Council provided they fulfill the percentage of marks, of the particular course. Such candidates are, however, required to submit an authenticated proof of having done 11 year schooling in S.S.L.C. examination and one year P.U.C.

### 3.7.4 Admission of Foreign Candidates at Department/School

All foreign candidates residing in India and seeking admission to B.A. (Programme) I B.Com. / B.A. (Hons) English/ B.A. (Hons), Political Science / B.Com. (Hons) Courses in the School of Open Learning and satisfying the course, marks are required to apply to the Deputy Dean, Foreign Students Registry (FSR) Room No-11, First Floor, Conference Center, University of Delhi, Delhi-110007. No foreign student shall be admitted to the Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning, University of Delhi without prior approval of the Deputy Dean, Foreign Students Advisor, University of Delhi.

As per the directions received from Dy. Dean (Foreign Students), Foreign Students Registry, University of Delhi, the consideration of admission of foreign students in different courses of Department will be as follows:-

- (I) Nepal and Bhutan nationals enjoy a visa free regime with India. Hence students from these countries may be admitted to correspondence courses.
- (II) Tibetan students on "Special Entry Permit (SEP)" who come to India for education purpose only cannot enroll for correspondence courses. They must pursue regular courses of study.
- (III) All other foreign students from any other country, holding a "Student Visa" are required to pursue only regular/full time academic courses.

As per above information, the foreign students (from Nepal/Bhutan/Tibet) seeking admission to School of Open Learning (SOL) courses are advised to apply through FSR office, University of Delhi and fill the Foreign Students Application Form.

### 3.7.5 Procedure of Change in Name

As per University of Delhi Notification (No.Aca-II/Change of name/279/2021/01/190 dated 16th April, 2021)

In suppression of all the previous Notifications issued by the University from time to time, the following procedure for change of name of a student, duly approved by the Executive Council Resolution No. 65 dated 18th March, 2021 has been notified for necessary compliance by all concerned.

Any Student (Male/Female/Others) who wishes to change his/her name for any reason is required to submit the following documents:

1. Submission of application, mentioning the Enrolment Number of the student, duly forwarded by the Principal of the College/Head of the Institution, along with Rs. 500/- as Application Fee.
2. Newspaper cuttings (in original) as proof of the advertisement published with regard to change of name in at least two Indian leading daily newspapers.
3. Self-Declaration on the prescribed format by the Applicant (Appendix-I).
4. Original copy of the Government of India Gazette Notification about the change of name.
5. Self-declaration by the applicant regarding change of his/her name (Appendix-II)

OR

Submission of the Matriculation, or its Equivalent Certificates in case the student has got his/her name changed in the said certificate while studying in the University of Delhi.

OR

Proof of marriage i.e. a self-attested copy of the Marriage Registration Certificate issued by the Competent Authority in case of female students applying for change of surname due to marriage.

6. (i) Application for change of name will be entertained only when the applicant is a student of the University of Delhi at the time of applying for change of name.  
(ii) Application for change of name from a person who is not a student of the University at the time of submission of application or who has already completed his/her course of study shall not be considered.





7. The process of change of name may require at least 2 week's time after submission of application.
8. Application of students of any class for change of name shall be accepted only after 31<sup>st</sup> October.
9. Any change of name/surname will be effective only after its approval by the University.
10. The name after change will be read as changed name alias/ nee earlier name.

After receipt of such requests from the Colleges/Departments, these will be examined by the University and processed for consideration in accordance with the University rules. The Principals of the Colleges/Heads of the Departments may kindly ensure that the above procedure is strictly followed.

### 3.7.6 Internal Assessment

As per the AC Resolution No 14 Dt. 3.8.2022 and EC Resolution No 18 (18-11) dated 18.8.2022. The continuous assessment (Internal Assessment) has been implemented in all the programmes being offered by the Department/School from the Academic Session 2022-23. The details of procedures of Internal Assessment will be available on COL/SOL website.

## 4. FEE DETAILS

### 4.1 Mode of Payments of Fees

Online: The candidates are requested to pay their fee at the time of admission through debit card/credit card/net banking. The institute makes all transactions only in the account from where the fees have been debited.

In order to avoid any inconvenience in future, the students are advised to use their own/mother/father/debit/credit card or Net Banking.

### 4.2 Categories

- **Category A-** Indian Nationals who are residing in India.
- **Category B** - Indian Nationals who are residing abroad and the foreign nationals seeking admission through Deputy Dean, Foreign Students, University of Delhi.
- **Category C-** Students who belong to Persons with Disabilities Category and are seeking admission with attached proof.

### 4.3 Schedule of Fees/Charges Payable Yearly

Basic Fees and Charges payable by students seeking admission to I Year of Undergraduate Programme and Honours courses on semester basis are indicated below. Please note that the fee structure is different for various categories of students. Please read the notes carefully to know if any extra charges are payable depending on your choice of Course.

