1. Candidates who are shortlisted for admission are required to report at the Department Office, Arts Faculty Building, Main Campus as given below:

**29 July: 10 am – 1pm**

**30th July & 1st August: 10 am – 1 pm**

1. The following documents should be
   1. Admission Form (with the name of the allotted college printed on it, which the candidates have to generate by logging on the Admission Portal)
   2. Originals of all the documents mentioned in the University notification
   3. Two sets of photocopies of all documents. (One self-attested set to be submitted at the Department.)
2. No candidate who is unable to generate the Admission Form will be entertained by the Department.
3. The verification of documents will take place in **Room no 56**

**A Help Desk will operate in Room No. 54**.

1. Candidates who need correction in the Admission Form are required to report to the Help Desk in **Room No. 54** and give an undertaking regarding the correction before approaching the counters for verification.
2. Candidates who are shortlisted for Direct (Merit-based) Admission are informed that any correction in the Honours marks/percentage entered by them may affect their ranking, and hence it would not be possible to offer them admission on the basis of the wrong entry made by them. Such candidates are required to give an undertaking about the correction and wait for the subsequent lists of admission, during which they will be considered provided they meet the relevant criteria.
3. Candidates shortlisted for admission through Entrance may take admission even if their marks/percentage need correction provided they meet the minimum eligibility criteria.
4. After getting the eligibility verified, candidates belonging to SC, ST, and OBC are also required to get their category verified from the concerned counter in the same room.
5. Candidates who have got all their documents verified room the respective rooms will proceed to **Room No. 56** and get “VERIFIED” stamped on the Admission Form and then proceed to the college they have been allotted in order to complete the formalities of admission.
6. Candidates who are unable to produce all the required documents will get “REPORTED” stamped on the Admission Form. They can proceed to the college allotted in order to proceed with the next steps. However, their admission will be approved only after verification of all the documents is done by the Department. They are requested to follow the guidelines issued by the University for clarification.
7. All the candidates shortlisted in the first list have to complete all the formalities of admission as per the University notification within the stipulated time, failing which their admission will be automatically cancelled. Such candidates will not be considered for admission in subsequent lists.
8. Candidates shortlisted for admission in the first list will not be considered for college allotment in the subsequent lists.
9. Subsequent Admission Lists may be announced as per the schedule notified by the University if seats remain vacant.
10. Candidates are informed that the notifications issued by the University will supersede the Department notifications in case there is a clash. Hence candidates are requested to read carefully the instructions issued by the University.
11. Classes will begin at 9.30 am on August 1, 2016 in the respective campuses. The timetable and further announcements will uploaded on the Department website: <http://www.englishdu.ac.in>.