



P.G.D.A.V. College

University of Delhi

Nehru Nagar, Ring Road, New Delhi – 110065

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Email: pgdavcollege.edu@gmail.com

Supporting document

for

Self Study Report, 2018-23

Criterion 2.1

Student Enrolment and Profile

Contents

- 1. A copy of the letter issued by the Central Government indicating the reserved categories to be considered as per state rule.*



Dr. S. Swathi/
Dr. Meenakshi
NOTA/
27/5/17

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OUT TODAY/BY HAND

No. Aca.I/086/UG/Adm.-Procedure-Schedule /2017-18/68

May 25, 2017

NOTIFICATION

Sub: Guidelines of admission to various under-graduate courses for the academic session 2017-2018.

The following guidelines and Schedule of admission to various undergraduate courses in the colleges of the University for the academic session 2017-2018 shall be followed by all concerned:

1. The registration of candidates (Unreserved/OBC/SC/ST/PwD) will be done online. The charges of registration will be Rs. 150/- for Unreserved/OBC and Rs. 75/- for SC/ST/PwD.
2. The registration to SC/ST/OBC categories is as follows:
 - a). *22½ % of the total numbers of seats is reserved for candidates 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 candidates. If the candidates do not have the SC or ST caste/tribe certificate at the time of upload, the candidate may upload the acknowledgement slip of the SC or ST caste/tribe certificate application. However, at the time of admission, the candidate will have to produce the valid SC or ST caste/tribe certificate. The detailed guidelines are attached in Annexure-I.*
 - b). *There will be 27% reservation of seats for Other Backward Classes (OBC) Non-Creamy layer (Central List). If the candidates do not have the OBC non-creamy layer certificate of the financial year 2016-2017 at the time of upload. The candidate may upload old OBC non-creamy layer certificate/acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the candidate will have to produce the OBC non-creamy layer certificate of the financial year 2016-2017. The detailed guidelines are attached in Annexure-II.*

Dr. S. Swathi
Dr. Meenakshi



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3. The registration to various supernumerary categories will be as follows:

- i) (a) The registration of candidates under Sports and/or ECA categories shall also be done online. The charges for registration will be Rs. 100/- separately for sports and ECA in addition to charges for (UR/OBC/SC/ST/PwD) registration. The applicants are required to upload only the highest certificate issued after May 22, 2014 to May 21, 2017 in each sport/game/ECA category they wish to apply.
- (b) For Sports/ECA quota only the highest level certificate will be uploaded for each sport/ECA category. The Sports/ECA certificates will be evaluated and marks will be updated on the University web portal.
- (c) The data of all applicants under Sports/ECA will be available with the colleges. All the constituent colleges will follow the Sports/ECA guidelines (**Annexure III & IV**) for admission to various undergraduate Programmes.
- (d) The list of game/sport in each college is given in **Annexure V**.
- (e) The list of activities under which admission to ECA categories for various colleges is given in **Annexure-VI**.
- ii) (a) The registration of candidates under CW (Children/Wards of the Officers and Men of the Armed Forces including Para-Military Personnel) and Kashmiri Migrants will also be done online. The registration charges will be as per clause-1. The procedure for their admission is outlined in **Annexure-VII**.
- (b) The applicants selected under Prime Minister's Special Scholarship Scheme for J&K students will be admitted directly to colleges.
- (c) **Guidelines for PwD Applicants:** 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 detailed guidelines for PwD applicants are outlined in **Annexure-VIII**.

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- iii) Candidates seeking admission under the **ward quota** must also apply online. There will be no additional charges for this category. The candidate will enter details of guardian, i.e. name, designation and place of work (employer) in the online form. The colleges will have to strictly follow the guidelines attached as **Annexure IX** (AC resolution 206 dated 27.07.1996).
4. The Online registration of candidates will start from May 22nd, 2017 to June 12, 2017. The first cut-off will be announced on 20.06.2016. The schedule of the admission process is attached as **Annexure-X**.
5. Open Days will be conducted from May 22nd, 2017 to 31st May, 2017 (except Sunday) for disseminating information related to UG admissions. The colleges are free to organize open days at their end. The colleges will setup Helpdesk to provide assistance to applicants for completing online registration process.
6. There shall be no limit on the number of courses for which a candidate can apply in a single undergraduate admission registration form.
7. The college is free to publish its own prospectus which may provide information regarding the college, courses offered and the number of seats in each course, fee structure, Sports, Extra Curricular Activities etc.
8. The procedure and schedule for admission to Non-Collegiate Women's Education Board (NCWEB) will be as per **Annexure XI**.
9. The announcement of **cut-off lists*** for all programmes/categories (UR/OBC/SC/ST/PwD/KM) will be made through University website only. The number of seats/fee course-wise and category-wise for various colleges is given in **Annexure-XII**. The colleges will be able to modify the seats/fee course-wise/category-wise on the dashboard provided to them through DU web portal. The colleges will also notify the cut offs for each course and category on the web portal.
*The University will announce cut-off policy for merit-based admissions after receiving inputs from various Boards on results moderation.
10. The University on receiving the cut-off marks from the various colleges will collate the data in the office of the Registrar. The Registrar office will notify the same through print and electronic media as per schedule. The cut-offs will also be displayed on the university website (<http://du.ac.in>), college website and college notice board.
11. The colleges shall admit all the applicants who meet the announced cut-off criteria. There will not be any "first come first served" policy

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12. (a) Admission Process

- i) The applicants must check the centralized Admission Web Portal and respective college website for cut-offs for different Programmes.
- ii) The applicants who meet the requisite cut-off should login to the UG admission portal into their registration account and select college/programme where the applicant wishes to take admission and meets the desired cut-off criterion.
- iii) The applicant shall take the print out of the admission form and together with the list of documents/certificates, and proceed to the respective college for verification of mark-sheet/certificates, calculation of cut-off percentage depending on the programme/course. The schedule for verification of documents in the colleges is also given in **Annexure-X**.
- iv) The college will retain the certificates of approved applicant in order to avoid multiple admissions. 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.
- v) After this, the college will approve 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 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.

(b) The colleges are advised to engage forensic/other experts for verification of documents.

13. There shall be no limit on the number of times a candidate is allowed to change from one college/course to another college/course.

- i) The applicants who could not take admission in a given cut-off list may be considered for admission on the last day of admission in the immediate next cut-off list only, subject to availability of seats.
- ii) For Boards, like International Baccalaureate and others, whose results are declared late, applicants may be considered in whichever cut-off list their results are declared, subject to availability of seats and provided the applicant had completed the online registration process.

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15. The colleges will admit the students as per the cut-off schedule attached as Annexure-VIII, wherein the admissions will continue till six cut-off lists (as per the vacant seats) and the further cut-off lists may be declared, depending on the vacant seats in the colleges.
16. There shall be no 'Additional Eligibility Criterion' for any category in any college/course.
17. The colleges shall strictly follow the university guidelines with respect to gap year policy. Gap year(s) would be no bar for the purpose of admission to the undergraduate courses.
18. The colleges shall promptly return the documents in case the student cancels his/her admission or has to appear in counseling of any other university/ institute.
19. Minority colleges can register candidates on their portal also if they so desire. However, it will be mandatory for the candidates who wish to apply to minority colleges to enter the university registration number in the online form of minority colleges. The Minority Colleges must follow admission procedures notified well in advance on their website. The data of all admitted students must be updated on the university portal.
20. The basis of selection will be same as followed in 2016-17 with the following changes/corrections. The details are given in Annexure XIII.
 - i) The admission to B.Sc. (H) Computer Science which will be based on Mathematics, one language and two other subjects listed as academic subjects (List A). The applicant should have secured (a) 60% or more marks in Mathematics, (b) 60% or more marks in aggregate of four subjects including Mathematics, one language and two other subjects listed as academic subjects(List A). Selection will be made on the basis of best four academic subjects including one language, Mathematics and two subjects out of Physics, Chemistry and Computer Science / Informatics Practices. The students of other streams: one Language, Mathematics with two Academic Subjects (List A) with a deduction of 2%.
 - ii) The admission to B.Sc. (Hons.) Food Technology, which will be based on Physics, Chemistry, Mathematics/ Biology/Biotechnology, i.e. PCM or PCB/Biotechnology. The applicant should have secured 55% or more marks in the aggregate of 3 subjects as mentioned(Practical & Theory together) and 50% in English as a compulsory language. Selection will be made on the basis of marks in the aggregate of 3 science subjects). PCM or PCB/Biotechnology. Applicants having studied both Mathematics and Biology, i.e. PCMB at qualifying exam will be given 3% relaxation.

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iii) Biology/ Biotechnology, Computer Science/Informatics Practices, Accountancy and Commerce/Business Studies will be considered as academic subjects and are included in the List-A (Attached).

iv) The Admission to B.Voc. Programmes is attached in **Annexure-XIV**.

v) **Criteria for Admission to 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.

vi) All the papers wherein the theory and practical component is not in the ratio of 70:30, the marks of theory and practical may be converted to 70:30 on *pro rata* basis for inclusion in the calculation of 'Best Four' and similarly for Science courses. The theory marks should not include marks of internal assessment or viva-voce examination.

21. Uniform 1% concession to girl's candidates in cut-off will be granted by the colleges for courses as per **Annexure-XV**.

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22. In case a student wishes to withdraw/cancel the admission in a programme/college, one should approach the college where the admission is taken. Only after the college cancels the admission, the applicant can proceed to take admission in other programme/college. Admission fee will be adjusted automatically and student will pay the balance fee, if the fee is more in the new college/programme in which the admission is taken. In case the fee is less in the new college/programme in which the admission is taken, the balance would be refunded to the applicant's account as per the College/University rules after the admissions are closed as per **Annexure-XVI**.
23. 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 **Annexure - XVII** 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/OBC and another one for PwD applicants. Each college will also have a separate grievance committee for SC/ST/OBC, 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.

24. Applicant may also contact colleges for any specific college related information. Each college has a separate helpdesk committee and applicant can contact the college helpdesk committee for any query related to admissions in a particular college. The list of colleges & the Helpdesk Committee for each college is given in **Annexure-XVIII**. For PwD candidates a special Helpdesk has been setup at North Campus

Equal Opportunity Cell, Arts Faculty Tutorial Building, North Campus,
University of Delhi, Delhi - 110007.
Phone: 011-27662602

25. The last date of admission for undergraduate courses will be **16th August, 2017**.


Deputy Registrar (Academic)

Enclosure: Annexure -I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV and XVI.



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Copy for information and necessary action to:

1. The Dean, Students' Welfare/Dean (Examinations)/Dean (Academic Activities)
2. Deans of all Faculties
3. The Head of Deptt. of Hindi, Germanic & Romance Studies, Music
4. Joint Dean Students' Welfare-SDC/Joint Dean, Information Centre
5. Principals of all Colleges
6. The Joint Registrar VCO/(SDC)
7. The P.S. to PVC/DC/DSC/COL
8. The Assistant Registrar (Registrar's Office)

By Son 25/5/17
Section Officer (Academic Br.-I)
for

Annexure-I

Reservation of Seats for Schedule Caste (SC)/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 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.
- Relaxation to the extent of 5% in the minimum marks will be given to the applicants belonging to SC and ST to determine their eligibility and merit for admission to the programme concerned.
- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats.(AC Resolution A88, 14.6.1983) (EC Resolution 157, 24121.2001).Eligibility in these cases is pass percentage.

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/ Addl. 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%.

Candidates seeking admission under SC/ST/OBC category should have certificates in their own name only.

Annexure-II

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 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 of 10% in the minimum eligibility marks of the said programme and in the admission entrance test 10% of the minimum eligibility marks prescribed for General Category applicants.
- It is a statutory obligation on the part of Colleges to fill all seats reserved for OBC applicants.
- The Colleges shall not refuse admission to any OBC 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.
- 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.

73-1247

Admission
19-20



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली - 110 002
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23406308, 011-23406309

Dr. Jitendra K. Tripathi
21/1/19



ज्ञान-विज्ञान विमुक्तये

Speed Post

F.No.81-1/2019 (CU)

18th January, 2019

The Principal
P.G.D.A.V. College (Day)
Nehru Nagar, Ring Road
New Delhi-110 065

~~21 JAN 2019~~
18 JAN 2019

Subject : Reservation for Economically Weaker Sections (EWSs) for admission in Central Educational Institutions.

Sir/Madam,

I am directed to enclose herewith a copy of the MHRD Office Memorandum No.12-4/2019-U1 dated 17th January, 2019 regarding the implementation of reservation for Economically Weaker Sections (EWSs) for admission in Central Educational Institutions, in accordance with One Hundred and Third Amendment of Constitution of India, for its immediate implementation and compliance.

You are requested to implement the above mentioned instructions from the academic session 2019-2020. The scheme for implementing the reservation for the EWS shall be displayed on the website of the institution as soon as possible.

You are further requested to furnish the seat matrix, programme wise, along with possible financial requirements to UGC before 31st January, 2019.

Yours faithfully,

(Dr. Jitendra K. Tripathi)
Joint Secretary

Encl.: As above.



F No: 12-4/2019-U1
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 17th January, 2019

OFFICE MEMORANDUM

Subject: Reservation for Economically Weaker Sections (EWSs) for admission in Central Educational Institutions.

In accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and the reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, it has been decided to provide reservation in admission to educational institutions subject to a maximum of ten per cent of the total seats in each category. This would not apply to the minority educational institutions referred to in clause (1) of Article 30 of the Constitution of India.

2. The provision of reservations to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No. 20013/01/2018-BC-II dated 17th January 2019 of the Ministry of Social Justice & Empowerment and shall be subject to the following:

- a) The reservations shall be provided to EWSs for admission in Central Educational Institutions, (as defined in clause (d) of section (2) of The Central Educational Institutions (Reservation in Admission) Act, 2006) from the academic year 2019-20 onwards.
- b) The above reservation would not be applicable to the 8 institutions of excellence, research institutions, institutions of national & strategic importance as specified in the Schedule to The Central Educational Institutions (Reservation in Admission) Act, 2006; as amended from time to time, and appended to this OM, and to the minority educational institutions referred to in clause (1) of article 30 of the Constitution.
- c) Every Central Educational Institution shall, with the prior approval of the appropriate authority (as defined in clause (c) of section 2 of The Central Educational Institutions (Reservation in Admission) Act, 2006), increase the number of seats over and above its annual permitted strength in each branch of

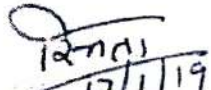
12nd/17/19

- study or faculty so that the number of seats available, excluding those reserved for the persons belonging to the EWSs, is not less than the number of such seats available, in each category, for the academic session immediately preceding the date of the coming into force of this O.M.
- d) Where, on a representation by any Central Educational Institution, the appropriate authority is satisfied that for reasons of financial, physical or academic limitations or in order to maintain the standards of education, the annual permitted strength in any branch of study or faculty of such institution cannot be increased for the academic session following the commencement of this Act, it may permit such institution to increase the annual permitted strength over a maximum period of two years beginning with the academic session following the commencement of this Act; and then, the extent of reservation for the Economically Weaker Sections shall be limited for that academic session in such manner that the number of seats made available to the Economically Weaker Sections for each academic session shall not reduce the number and the percentage of reservations provided for SC/ST/OBC categories.
- e) The scheme for implementing the reservation for the EWS shall be displayed on the website of the institution as soon as possible, but no later than 31st March 2019.

3. The Chairman UGC, Chairman AICTE and Chairperson NCTE and the Bureau Heads of the Department of Higher Education in the Ministry of Human Resource Development responsible for management of the Institutions of National Importance are requested to ensure immediate compliance of this OM.

4. This issues with the approval of the Minister for Human Resource Development.

Encl: As above


17/11/19
(Smita Srivastava)
Director

1. Chairman UGC
2. Chairman AICTE
3. Chairperson NCTE
4. All Bureau Heads of Department of Higher Education

Copy to:

Chief Secretaries of all State Governments/UTs: with a request to give effect to the provisions of the Constitution (One Hundred and Third Amendment) Act, 2019 for all higher educational institutions funded/aided, directly or indirectly, by the State Government in such manner that the provision for reservation for EWS would become operational from the academic year 2019-20.