PG ADMISSIONS 2022-23

Guidelines for Departments/Centres/Colleges for generating the Admission Lists and processing the applications

1. The provisional Admission Lists (both Entrance-based and Merit-based) will be generated by Delhi University Computer Centre (DUCC).

2. Once the lists are generated, these will be visible on the dashboard of the concerned Department/ Centre for verification.

3. The following steps must be followed by the Department/Centre to verify the lists:
   a. Export the list
   b. Check the merit and ranks of the shortlisted candidates. Master list may be referred to for this purpose.
   c. Check the eligibility of each candidate.
   d. Proceed to the "Verify" tab if no discrepancy/ies is/are found. In case of any discrepancy, the Department/ Centres must immediately contact DUCC with the observations.

   It must be noted that once the "Verify" tab is clicked the lists will become live and the candidates will be able to view their provisional offer of admission on their dashboards.

4. Download the verified list and send the pdf at admissionweb@ducc.du.ac.in with cc to office@admission.du.ac.in and dean@admission.du.ac.in immediately, through the official email id of the Head/Director. Only the lists sent with a request from the Head/Director of the Department/Centre to upload the same on the admission website of the University will be considered for publishing.

5. The Departments must publish the lists on the website of the concerned Department/ Centre as well.

6. Once the Department/ Centre verifies the merit lists, the allocations will be visible on the dashboard of the candidates, and they may start applying.

7. During the "Applying" phase the candidates may be required to upload the following documents (wherever applicable):
   a. Migration Certificate/ Undertaking of Migration Certificate
   b. Undertaking of Submission of Result
   c. Undertaking of Submission of revised category certificate/document

   The format of these Undertakings is available on the admission website of the University.

8. As the Candidates start applying to the provisionally allocated seat, the concerned Department/ Centre/ College will be able to view the application on their dashboard, following which they must start the process of verification and approval.

9. For the convenience of processing the applications, a three-stage provision has been made:
    i. Document Verification
    ii. Verified by the Convener
    iii. Approval by the Head/Principal

As an application proceeds through these stages, the concerned candidate also gets informed of the same on his/her dashboards.

10. **While approving, ensure adding the Admission Fee for each candidate as per his/her category/sub-category.**

11. Upon receiving the "Approval from the Principal/Head", the candidate will be able to proceed for the payment.

12. Provisional Admission will be considered completed only after the candidate has made successful payment of the fees.

13. **The Departments/Centres must keep checking the status of every application and remind the Colleges in case of any delays. It will be the responsibility of the Department/Centre to ensure no application is left unattended/pending.**

14. As per the PG Bulletin of Information 2022-23, it will be the responsibility of the Department to resolve the grievances. The Central Grievance Redressal Committee will consider only those grievances that will be received from the Head of the Department along with his/her recommendations.

15. The Department must also resolve the grievances related to delay in processing of applications by the College(s).

Certain Advice

a. The admission team of the Department/Centre/College must read the PG Bulletin of Information 2022-23.

b. While verifying the lists, ensure all policies related to reservations are being followed strictly.

c. Do not access the "Verify" tab till all discrepancies are resolved.

d. All documents will be checked by the Department/ College/ Centre in which the candidate is taking the admission.

e. Check all the documents/certificates before approving.

f. Contact the Candidate through a dedicated email id of the department to seek any clarification regarding his/her certificates/documents.

g. The list of CW and PwBd candidates is generated separately. While generating the admission lists, do not forget these categories

h. Although bulk mails will be sent to all candidates, the departments must also make attempts to contact the candidate/s and remind him/her to apply, send documents (if required) and pay the fees within the stipulated time.

i. Process each application within the stipulated timelines.

j. Ward Quota admissions for employees of UoD should be as per the Notifications of the University. These lists can be generated with the Second/Third list.

Ref. No. Admission Br. /Notice/2022/   28.11.2022

PG Admission 2022-23

Additional Guidelines for the Candidates

1. Candidates must read the PG Bulletin of Information 2022-23.
2. Candidates must refer to the admission website of the University for all schedules, updates and guidelines.
3. On the declaration of the admission list/s, the candidates must refer to the website of the University, website of the Department to check if s(he) has been shortlisted for provisional admission.
4. If a candidate is shortlisted for provisional admission to any Department/Centre/College as per his/her merit and prefernce, s(he) must login to his/her dashboard and use the "Apply" tab to accept the offered seat. Refer to schedule and adhere to the timelines.
5. Approval is a three-stage process:
    i. Document Verification
    ii. Verified by the Convener
    iii. Approval by the Head/Principal
6. On receiving the "Approval from the Head/Principal", proceed to uploading the following documents, wherever applicable:
    a. Migration Certificate/ Undertaking of Migration Certificate
    b. Undertaking Submission of Result
    c. Undertaking of submission of revised certificate/document
7. Pay the fees within the stipulated time.
8. In case a candidate wishes to opt for upgrade to a higher preference of the College in the subsequent admission round/s, s(he) will have to apply through the "Reallocation" tab.
9. Choosing the option of "Reallocation" will mean that the candidate consents for consideration of an offer of admission to a college of his/her higher preference in any subsequent round (if any). Therefore, candidates who opt for reallocation must keep checking their dashboard and admission lists of all subsequent rounds/s. They may get reallocated in any subsequent list as per the availability of seat and allocation rules.
10. If reallocated, the candidate's previous allocation will be auto cancelled, and the candidate will have to apply afresh on the reallocated seat.
11. No grievance with respect to inability/ failure in applying and/or making the payment within the stipulated time will be entertained.
12. It may be noted that for any grievance related to PG admission the candidate must contact the concerned Department/Centre immediately. The Central Grievance Redressal Committee will consider only those grievances that will be received from the Head of the Department along with his/her recommendations.