

Manual-3

PROCEDURE FOLLOWING IN DECISION MAKING [Section 4(1) (b) (iii)]

3.1 Routine Matters Concerning day-to-day administration of the College.

-Proposals are examined in consultation with the Vice-Principal, Administrative officer. Section officer, as the case may be.

Policy Matters: Require the approval of the governing Body and the Principal.

Emergency situation: In such a situation if in the opinion of the Chairman of the Governing Body, immediate action as required the chairman takes action in consultation with the principal & reports if to the G.B in the next meeting for approval & information.

3.2 Admission criteria and procedure.

ADMISSION CRITERIA

AGE

No minimum age bar for admission to undergraduate and P.G. Courses (EC Resolution 120(7) dated 27-12-2007. the upper age limit for admission to the first year classes will ordinarily be 20 years for girls on October 1, of the academic session. The cases where age is more will be processed by the Admission committee, subject to availability of seats.

Qualification

A candidate who has passed one of the following examinations can be considered for admission to the first year of B.A. (Prog.)/B.Sc. (Prog.)/B.A.(Hons)/B.Sc. (Hons) Course/B.Com.(Prog.)/B.Com. (Hons.):

(i) Senior School Certificate examinations (Class XII) of Central Board of Secondary Education (CBSE), New Delhi or an examination recognized as equivalent thereto. or Pre-University Examination (2 years after 10 years of schooling) of an Indian University recognised by the University of Delhi.

Or

Intermediate Examination of an Indian University/Board or an examination recognised as equivalent thereof with pass in four written subjects.

(ii) Indian School Certificate Examination (12years) of Council of Indian School Examination, New Delhi with pass in four written subjects.

(iii) General Certificate of Education Examination of the U.K. (a) Pass in five subjects at Ordinary level and(b) at least in two subjects at the Advanced level. These two advanced courses may either be chosen from among the five ordinary level subjects or from outside the group as prescribed by the University of Delhi.

Note: *Students passing the eleven-year school examination will not be eligible for admission to any undergraduate course in the University.*

FOREIGN STUDENTS

Foreign students who wish to join college must satisfy the course and age requirements according to the University rules. They should apply to:

Foreign Students' Advisor; Foreign Students' Registry; University of Delhi, Delhi-110007

M.A. ADMISSION

Students who wish to join post graduate classed must submit their application to the college on prescribed forms after registration in south Delhi Campus on the dates to be notified by the University of Delhi. Names of candidates accepted for admission to M.A. will appear in the list at South Campus office at Benito Juarez Marg, Dhaula Kuan, New Delhi-110021.

M.A. students are expected to attend tutorials in the college and lectures in South Campus. Admission requirements are the same as specified by the University of Delhi.

OTHER CRITERIA FOR ADMISSION

1. No person who has been convicted of any offence involving moral turpitude, shall be admitted to course of study or permitted to take any examination of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on her.
2. A student admitted to an Honours Course will be on probation till 30th September of the academic session. She may be reverted to the pass/general course if her performance in the tutorial assignment held during the term is not satisfactory.

ADMISSION PROCEDURE

- All applicants seeking admission to the 1st year of B.A. (Prog.)/B.Sc. (Prog.)/B.A. (Hons.)/B.Sc. (Hons.)/B.Com. (Prog.)/B.Com.(Hons.) Course can apply on the college application form for admission enclosed with the prospectus or they may use the pre-admission form with ICR technology issued by the University of Delhi. A separate application form for admission should be submitted for each course. The applicants are advised to carefully read the Bulletin of Information issued by the University of Delhi and College Prospects of the academic session.

Kindly do not attach any certificate with application form

- Application will be accepted by the college office on all working days between 10 A.M. and 1.00 P.M from the dates notified by the University of Delhi.

Any candidate who has not applied for admission within the stipulated time shall not be considered for the same.

- The college admission committee will decide the cut off percentages for admission to different courses and the same would be notified on the college notice board as per the schedule given on the back cover of the prospectus. The same may be accessed from the college web site also.
- The candidates with their percentage of marks equal to or more than the notified percentage are advised to report to the teacher in charge of admission for the course. (The name of the teacher and the room number will be notified on the notice board.)

Admission will be made strictly on merit. The college has not authorized any person or agency to do admissions on their behalf or act as an agent.

Those selected for admission will be required to fill in the application for admission form also enclosed with the prospectus. The following documents are to be submitted with the same in original along with the attested photocopies.

CERTIFICATES REQUIRED FOR ADMISSION

All candidates selected for admission will have to submit both the original and attested copies of the following certificates:

1. Certificate of last examination passed.
2. Mark-sheet of the last examination passed.
3. Character Certificate from the school/college last attended.
4. Certificate of Date of Birth.
5. College leaving/migration certificate wherever necessary.
6. Caste certificate if the student belongs to the scheduled caste/tribe/OBC.
7. Certificate of having passed the Lower Hindi Test. (if exemption from compulsory test in Hindi is sought).
8. Besides the above-mentioned certificates two copies of passport size photographs have to be submitted.
9. Candidates who are unable to produce any of the above certificates because their university/board has not issued the same up to the last date of admission to the college will be given provisional admission according to the University rules.

Compliance with the above requirements does not necessary ensure your admission to the college. You may be called to appear for an interview/written test even if you fall within the specified cut-off percentage, as decided by the individual departments. The cut-off percentage of marks will be notified on the college notice board on dates specified by the University.

RESERVATION OF SEATS

In each course, seats are reserved as per following details

(i)	Scheduled Caste	: 15%
(ii)	Scheduled Tribe	: 7.5%
(iii)	Other Backward Class	: 18%
(iii)	Widows/Children of Military personal killed in wars	: 5%
(iv)	Physically Challenged	: 3%
(v)	Foreign Students	: 5%
(vi)	Sports and Co-Curricular activities	: 5%

For admission to the categories (i) to (v) above, the candidates have to register directly with the University. These admissions are centralized and the University recommends the students to different colleges.

ADMISSION UNDER SPORTS AND EXTRA CURRICULAR ACTIVITIES

A few seats are available against extraordinary merit in sports and Cultural Activities. the following are the admission criteria:

1. Application must be supported by relevant certificates and duly attested by the Head of the Institution last attended.
2. Admission will be according to University criteria.
3. Candidates will have to appear for performance tests.
4. Admitted candidates will have to attend and participate regularly in sports and Cultural events, respectively. Failure to do so will lead to **Cancellation of Admission** at any time.
5. Trials for Sports Admission are held.
6. Performance Evaluation for Cultural Activities are held.
7. Maximum weightage of 10% over the cut-off percentage for a particular course will be allowed for particular course will be allowed for Admission under Sports and ECA quota.

COMPULSORY TEST IN HINDI

Candidates who did not offer a Modern Indian Language (M.I.L.) for the Senior School Certificate Examination of the Central Board of Secondary Education or at the Matriculation Examination of an Indian University/Board or an examination conducted by some public body in India and recognized as equivalent to either of the aforesaid examination, shall be permitted to offer Political Science, in lieu of a M.I.L.

Such students will be required to take and pass a compulsory test in Hindi conducted by the Delhi University. Students who have passed Hindi in class VIII are exempted from this test. They will have to provide the mark-sheet of Class VIII. Foreign students are also exempted from passing the above test.

Students who are required to take above test should contact the College Office immediately after the commencement of classes so that classes can be arranged for them.

NOTE:

1. Candidates who studied English/Hindi/Punjabi/Bengali upto Class XII will be required to offer English/Hindi/Punjabi/Bengali Course-A and those who have studied English/Hindi/Punjabi/Bengali up to Class X will be required to offer English/Hindi/Punjabi/Bengali course-B and those who have studied English/Hindi/Punjabi/Bengali upto Class VIII will be required to offer English/Hindi/Punjabi/Bengali Course C.
2. The Principal reserves the right not to permit any particular combination of subjects owing to time-table contingencies.
3. Students seeking admission are advised to read the Prospectus and select the subject combinations

very carefully as change of subjects may not be permitted at a later stage.

4. In addition to the regular courses of studies, every student is required compulsorily to enrol herself as required compulsorily to enrol herself as a cadet for the National Cadet (Women's Wing) or to undergo Physical Training (Sports) or to join as a volunteer for the National Service Scheme. The options given for this should also be considered carefully while filling for the National Service Scheme. The options given for this should also be considered carefully while filling up an appropriate column in the admission form.
5. All students are required to join an academic society in any one of the subjects chosen by them

RULES OF DISCIPLINE

Every students admitted to the College is required to maintain discipline and good conduct in and outside the college during the period of her stay it the College. Ragging in any form is strictly prohibited.

Violation of discipline rules and acts of ragging are punishable according to Ordinance XV-B, and XV-C and XV-D of the University. A copy each of the above ordinances will be made available to all the students at the time of admission along with the identity card. Students are required to read these rules carefully and ensure good conduct and behavior during their stay in the college.

Parents are also requested to read these rules carefully and ensure good conduct of their wards at all times during their stay in the College.

RULES OF ATTENDANCE

1. According to the provisions of Ordinance VII of University of Delhi;

- (i) It is compulsory for every students to attend at least 2/3 i.e., 66% of the number of lectures, practicals and tutorials/preceptorials separately held every year. A student who is short of attendance in lectures or practicals or tutorials/preceptorials will not be ordinarily allowed to take the University Examination.
- (ii) A student of B.A./B.Sc. (Hons.) or of B.A. Prog., B.Sc. Prog. who has studied one or more subsidiary or qualifying subjects will be required to attend 66% of total number of lectures and practicals separately in such subject also.

If a 1st year or 11nd year student is short of attendance in subsidiary/qualifying subjects, she will not be allowed to take the examination in the subject concerned, but will not be detained in the same Class if otherwise eligible for promotion.

2. At the end of every term the college will put on the college Notice Board the list of those students who fall short of attendance. The college shall not be liable to intimate individually every student, about his/her attendance record/shortage. All students are required to check their attendance records/shortage from the concerned Teachers/Teacher-in-charge.
3. The students who are taken ill should inform the office with in a week of their illness and submit the medical certificate within 15 days of their rejoining after recovery from illness. Medical Certificate after this period may not be accepted.

4. Benefit of attendance or exclusion of not more than 1/3 of the number of lectures/practicals/preceptorials on medical grounds or on grounds of active participation in cultural activities may be given to the students as per University rules subject to the approval of the college Authorities.

EXAMINATION AND PROMOTION

1. There are two components for evaluation
 - (i) Internal Assessment (continuous evaluation)
 - (ii) Annual Examination

25% of the maximum in each paper are assigned for Internal assessment and remaining 75% marks are for the Annual Examination.
2. The Internal Assessment is based on tutorial work/class preceptorial/assignment, mid term examination and attendance, the respective weightage being 10%, 10% & 5% respectively.
3. The credit for regularity in attending the class for each paper shall be as per the following details (for a 100 marks paper).

More than 67% but less than 70%,	1 mark
70% or more but less than 75%,	2 mark
75% or more but less than 80%,	3 mark,
80% or more but less than 85%	4 mark
85% and above	5 mark
4. The internal assessment marks be shown separately in the Mark Sheet issued by the University and these marks be added to the annual/semester examination marks for determining the division of the student.
5. There will be a University Examination at the end of each year and the successful candidates will be promoted to the next higher class on the college rolls.
6. Ordinarily failed students will not be re-admitted to the same class. They will have to appear as ex-students.