

**ADMISSION BRANCH  
UNIVERSITY OF DELHI**

**Additional Guidelines to reduce the Grievances**

1. Please read the Bulletin of Information available on the website ([https://admission.uod.ac.in/userfiles/downloads/15092021\\_UG-Bulletin\\_compressed.pdf](https://admission.uod.ac.in/userfiles/downloads/15092021_UG-Bulletin_compressed.pdf))
2. Refer to FAQs published on the DU website. These are being updated on a regular basis to help the candidates (<https://admission.uod.ac.in/?UG-Admission/FAQs> )
3. Refer to the Illustrative examples published on the website (<https://admission.uod.ac.in/?UG-Admission/Illustrative-Examples> )
4. Some helpful and quick reference points for calculation of Best Four:
  - i. One language is compulsory
  - ii. Two languages may be considered, if one is Core and the other is Elective, or if both are Elective.
  - iii. For B.A. (Hons.) in English and Hindi, the relevant subject must have been studied in Class XIIth and it needs to be considered in the calculation of Best Four. If any candidate has studied “Elective” in these languages, s(he) gets a 2% advantage on the aggregate.
  - iv. For B.A. (Hons) in other languages, if the relevant language has not been studied in Class XIIth, there will be a 5% deduction on the aggregate.
  - v. For other Honours programs like History, Geography, Psychology etc. there will be a 2.5% deduction on the aggregate if the relevant subject has not been studied in Class XIIth. However, there is no such deduction for Honours in Social Work and Philosophy.
  - vi. A difference in the calculation of Best Four for B.A. (Hons.) and B.A. (Prog.) courses is that in B.A. (Prog.), one subject not in List A/B can be included in the calculation WITHOUT any deduction. This DOES NOT apply for B.A. (Hons.).
  - vii. Inclusion of any subject **other than those in List A and List B** in the combination of best three will lead to a **deduction of 2.5% per subject** on the aggregate of the Best Four.
  - viii. For consideration of Best Four in all cut-offs, following example can be considered illustrative:

English (Core)	95
Geography	90
Political Science	92
History	94
Physical Education	99

There would be two cases for calculating Best Four for B.A. (Hons.) History/Political Science:

Case I:  $95+92+94+99=380/4 = 95\%-2.5\%$  (For inclusion of subject not in list A/B i.e. Physical Education) = 92.5%

Case II:  $95+90+92+94=371/4= 92.75\%$

As the candidate is getting a higher percentage in Case II, this should be considered his/her effective Best Four percentage for all cut-offs.

5. For B.Com. (Hons.) and B.Com. (Prog.), if any other subject, apart from the following subjects of List B: Mathematics, Accountancy, Economics and Business Studies/Commerce is used for calculation of Best 3 (excluding language/s), there will be a deduction of 1% per subject on the aggregate.

6. Applied Mathematics can be considered equivalent to Mathematics for B.Com. (Hons.), B.Com. (Prog.) but will not be considered equivalent to Mathematics for B.A. (Hons.) Economics. (Refer to the Notice : <https://admission.uod.ac.in/userfiles/downloads/01-10-2021-MathematicsNotice.pdf> )
7. Internal/Sessional Assessment marks NOT to be included in the calculations. In such cases appropriate pro-ratio to be applied.
8. Marksheets wherein a paper is of a Maximum of 50 marks will not be considered for calculating Best Four/Three. Only 100 marks are to be considered.
9. If the Candidate's marksheet contains both Class XI and XII marks, only Class XII marks should be considered for admission.
10. Pro-rate the theory and practical part wherever the theory component is less than 70 marks. See Illustrative Examples (<https://admission.uod.ac.in/?UG-Admission/Illustrative-Examples> ).
11. The Suggestive Calculator is only indicative. Refer to the Mark sheet for calculation of Best Four/Three.
12. To reduce the grievances, process the applications within 12-24 hours of receiving them. Kindly process the applications timewise/date-wise i.e., in the same order as received.
13. All those applications which are rejected by the college must be notified on the College website at the earliest.
14. **Change of Category is not allowed** under any circumstances.
15. The College Grievance Redressal Committee must try and sort out the issues at the level of the College at the earliest.
16. Upto a maximum of 14 days relaxation period may be given to candidates for submitting any pending documents/certificates based on which they are granted the provisional admission. Whatever the case be, all such pending cases must be closed/cancelled by the colleges/departments 4 days prior to the last date of admissions (as and when declared by the Competent Authority) by all means. (Format of Undertaking/s is attached in the mail)
17. These documents shall be accepted by the respective colleges through dedicated emails/forms created and notified by the college.
18. Certificate should be in the name of the applicant. Spellings should match. If there is a minor mismatch of one alphabet or something, first call up the applicant and be satisfied at your end before rejecting the application.
19. Only those OBC caste/Category will be considered for admission which are enlisted in the Central OBC list of GOI.
20. EWS and OBC (non-creamy layer) certificates must have been issued after 31<sup>st</sup>March, 2021 and should be in the standard approved format only.
21. Eligibility Criteria as stated in the Bulletin of Information must be strictly adhered to. No additional riders to be applied.
22. **All guidelines and dates for ECA/ Sports/ Ward Quota/CW/PMSSS/SS admissions will be announced by the Admission Branch. Do not publish any guidelines/dates prior to the declaration of the same by the University/ Admission Branch.**
23. **The cutoffs will be first declared by the University and only after the publication of the cutoffs on the University website, Colleges should display them on their respective websites.**

**Kind Attention: Before releasing the Cutoffs, utmost care should be taken to ensure that they are correct in all respects. Be sure to recheck them at all levels. No Corrigendum will be entertained after the submission of the Cutoffs. For any change/modification/Corrigendum, approval of Registrar, University of Delhi will have to be sought by the respective College.**