

# DU Admission - UG

## Introduction

DU Admissions 2020 to various UG programmes is both merit and entrance-based. Following points have to be noted:

1. Final admission to merit-based UG programmes will depend on the cut-off score released by the college and candidate's score in the last qualifying examination
2. For programmes such as BTech, BMS, BBA-FIA, etc., candidates must appear for the entrance exam conducted by DU. Varsity conducts [Delhi University Entrance Test 2020 \(DUET\)](#) and [Delhi University Joint Admission Test 2020 \(DU-JAT\)](#) to shortlist aspirants for admission to selective UG courses.
3. Seats for SC/ST/OBC categories are reserved for all the UG courses as per the directive of Delhi University and Government of India (SC- 15%; ST- 7.5%; OBC- 27%).
4. Candidates with incomplete documents, either because their university/board has not issued the same till the last date of admission or due to any other reason, shall be given provisional admission till August 16, 2020.

While filling the DU Admission form applicant need to follow sequential steps one by one like below:-

- **Step 1-** Registration
- **Step 2-** Login
- **Step 3-** Apply

- **Step 5-** Finally Submit the application and pay the fee.

## User Registration and Verification

### Registration for Admission

An applicant can register himself/herself by clicking on the portal link and following sequential steps one by one like below:

#### Steps For New Registration

**Step 1:** Open the website: <https://ug.du.ac.in>

**Step 2:** Read the instructions carefully given on the left side of the screen.

**Step 3:** Click on the button 'New Registration' present at the top left-hand side.

**Step 4:** Read the important instruction given on the left-hand side.

**Step 5:** Fill the following fields in the Student Registration Form given on the right-hand side:

- Applicant's Full Name: Please enter your full name as mentioned in your academic documents(12th mark-sheet).
- Applicant's Email Address: Please enter your own active email address which is functional and of which you have access to it throughout the admission process. It will be used for all official communication.
- Re-Enter Applicant's Email Address: Re-enter your email address.
- Password (minimum 6 characters): Please choose a password. While choosing your password, please note that your password is alphanumeric and between 8 to 16 characters long.
- Re-Enter Password: Enter your password again.

- Re-Enter Mobile Number: Enter your Phone number again.
- Captcha Verification: Type the text shown in the image. You can change the captcha by clicking on the image.

**Step 6:** Click on the “Register” button.

After clicking on the “register” button a mail is sent to the applicant registered email id.

## New Registration

Registration for Admission to UG Courses - 2019

Applicant's Full Name (As per class XII Marksheet) *	<input type="text" value="Applicant's Name"/>
Applicant's Email (Please use your own email as this will be your USERNAME and will be used for all official communication) *	<input type="text" value="Applicant's Email Address"/>
Re-Enter Applicant's Email Address *	<input type="text" value="Confirm Email Address"/>
Password (Minimum 6 characters) *	<input type="password" value="Password"/>
Re-Enter Password *	<input type="password" value="Confirm Password"/>
Mobile Number *	<input type="text" value="10 Digit Mobile Number"/>
Re-Enter Mobile Number *	<input type="text" value="10 Digit Mobile Number"/>
Captcha Verification (Type the text shown in the image) *	<div><p>* Click on the text to change</p></div>

*You account is created successfully. Please enter the "Verification Code" sent to your registration details.*

## Account Registration Verification

After clicking on the “register” button a mail/SMS is sent to the applicant registered email id containing the OTP.

## Steps For Account Verification

**Step 1:** Copy the OTP received on the Mail/SMS.

**Step 2:** Enter the OTP on the verification account screen and captcha as asked.

**Step 3:** Click on the “Submit OTP” button.

## Resend Verification

In case the OTP is lost or time exceeds, the applicant can again resend confirmation mail by clicking on the “Resend Confirmation Mail” button present on the main screen of the portal.

Applicants need to enter the registered email address to receive OTP again.

Note:-

1. Do Not refresh the page.
2. There is a limited time count associated with OTP to be valid i.e, 15 min.
3. Users can only log in to his/her account after the account is activated and verified.

## Login

User can log in in his/her account by clicking on the portal link and fill in the required details:-

- Registered Email
- Password
- Captcha Verification

In case you forgot your password, you may click on the ‘Forgot Password?’ link which is given at the bottom.

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After the applicant logs in a screen of important instruction appears.

Read the Important Instructions carefully and click on the checkbox 'I have read the important information' and click on the 'Submit' button.

Once you have logged in, you will be directed to the dashboard. You will see the following sections:

- Personal
- Academic
- Entrance
- Sports
- ECA
- Uploads
- Payment

User can apply by clicking on the "Apply" or "Continue Application" button present on the portal and fill in the required details:

## **Personal Details**

### **Add Personal Details**

In this section, the user has to enter his personal details:-

#### 1. Personal Details:

- First Name (Please enter your full name as mentioned in your educational documents).
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- Last Name
- Applicant Gender(Male/Female/Other)
- Applicant DOB (Enter your date of birth as mentioned in your certificate).
- Category -Select your category(UR, OBC, SC, ST, EWS)
- Applicant Mobile (This is the phone number that was provided at the time of registration).
- Alternative Mobile (Provide your alternate phone number if any).
- Applicant Email (This email address is auto-filled and cannot be changed. This is the email address that was provided at the time of registration).
- Alternate Email (Provide your alternate email address if any).
- State of domicile(Select from the drop-down)
- Are you a citizen of India(Yes/No)
- Apply to Minority Colleges as(NA/Christian/Sikh)
- Applicant AADHAR Card Number (Enter your AADHAR Card number in this field).

## 2. Family details:

- Mothers Name-Enter the mother's name mentioned in educational documents.
  - Mother's Occupation
  - Mother's Office Address
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- Father's / Guardian's Name- Enter the guardian name mentioned in educational documents.
- Father's / Guardian's Office Address
- Father's / Guardian's Occupation
- Father's / Guardian's Mobile Number

### 3. Ward Quota Details:

- University of Delhi Ward Quota(NA/Yes)
- Staff Category(Teaching/Non-Teaching)
- Ward Quota Type(Staff)
- Designation
- Relation(Father/Mother)

### 4. Other Category/Quota

- Persons with Disabilities (PwD) Category(select from the drop-down)
  - Do you need Scribe (Writing) assistance(Yes/No)
  - Children/ Widows of Armed Forces Personnel(select from the drop-down)
  - Kashmiri Migrant Category(NA/Yes)
  - Prime Minister's Special Scholarship Scheme for J&K Students(NA/Yes)
  - Sikkimese Students nominated by the Govt. of Sikkim(NA/Yes)
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- Correspondence Address
  - Address Line 1
  - Address Line 2
  - City
  - Country(Select from the drop-down)
  - (Select from the drop-down)
  - Pincode

- Permanent Address
  - Address Line 1
  - Address Line 2
  - City
  - Country(Select from the drop-down)
  - State (Select from the drop-down)
  - Pincode

## 6. Bank Details for Refund

- Name of the Account Holder
- Account Number

- Name of the Bank(select from the drop-down)
- IFSC Code

**Note:** If you don't have your own bank account, please provide details of your parents' bank account where you would like to receive the refund if any.

After filling all these details click on the "Submit" button to proceed further.

## Edit Details

Users can edit the details as and when required by clicking on the "Edit" button.

Click on the "Next" button to go to the Academic Section.

## Academic Details

### Important Instruction

Applicant must read all the important instruction present in this section before moving further and adding details:

- Applicants should have passed theory and practical separately.
  - Any paper with both theory and the practical components will be considered only in the ratio 70 (theory): 30 (practical) if the theory component is less than 70%.
  - The applicant should separately fill into the online Admission Form the marks obtained and maximum marks for theory and practical each, and the totals, as per their mark-sheet.
  - Applicants are encouraged to enter all the papers they have studied to generate the widest possible range of UG courses available to them.
  - A Maximum of Two Language Subjects may be allowed for the calculation of marks for the 'Best Four' Combination.
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## Add Academic Details

In this section, the user has to enter all the relevant academic qualification details according to all the important instruction available in this section:-

- Examination Details:-
    - Board of Education
    - Result Status
    - Board Roll Number
    - Year of Passing
  - Additional Details:-
    - Name of school last attended
    - Type of school
    - School Location
    - Medium of Study
    - Hindi Language Studied up to
  - Additional Language Known
-

Bengali	<input type="radio"/> No <input type="radio"/> Yes
Punjabi	<input type="radio"/> No <input type="radio"/> Yes
Sanskrit	<input type="radio"/> No <input type="radio"/> Yes
Urdu	<input type="radio"/> No <input type="radio"/> Yes
Arabic	<input type="radio"/> No <input type="radio"/> Yes
Persian	<input type="radio"/> No <input type="radio"/> Yes

## Examination Details

Board of Education \*  Result Status \*  Board Roll Number \*  Year of Passing \*

## Additional Details

Name of School Last Attended  Type of School  School Location  Medium of Study  Hindi Language Studied Upto

After filling all these details click on the “Submit” button to proceed further

## Edit

Users can edit the details as and when required by clicking on the “Edit” button.

Click on the “Next” button to go to the Entrance Section.

## Entrance Details

In this section, the applicant is asked “Do you wish to apply for admission to courses based on the Entrance Test?”. If the Applicant selects “NO” then no course details are asked else s/he has to enter a few more details like course applying for admission, entrance test city preferences, etc.

## Important Instruction

Applicant must read all the important instruction present in this section before moving further and adding details:-

- Applicants must select an Entrance Course if he/she wishes to apply in Entrance Based Courses.

- Applicants can select as many courses as they wish to study.
- Applicants are advised to read the eligibility criteria for individual courses. It is the sole responsibility of the applicant to check the minimum eligibility criteria for the course in which they are applying.
- There are additional fees to appear in the entrance examinations for each of the courses in this entrance-based section. Applicants are advised to select the courses they wish to apply very carefully as this may make a difference to the registration fee finally collected.
- The applicant cannot claim her/his right for admission to any course even after appearing in the merit list of the entrance exam if he/she fails to satisfy the minimum eligibility requirement of the course in which he/she is seeking admission.
- Please select Yes for the courses listed below that you wish to apply for.

## Add Entrance Details

In this section, the user has to enter all the Entrance Exam related details:-

1. Courses details - applicants wish to apply for admission(Select Yes/NO for each course available).
2. Entrance Test Centre Preferences

After filling all these details click on the "Submit" button to proceed further

## Edit Entrance Details

Applicant can edit the details as and when required by clicking on the "Edit" button.

Click on the "Next" button to go to the Sports Section.

## Sports Details

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asked else s/he has to enter a few more details like sports applying for admission, certificate details, etc.

## Important Instruction

Applicant must read all the important instruction present in this section before moving further and adding details:-

- Applicants must select Game/Sport if he/she wishes to apply in Sports Category.
- Applicants will not be allowed to modify at a later stage once the payment is made.
- Applicants are required to upload self-attested copies of three Merit/Participation Sports Certificate.
- Only the Highest Merit/Participation Sports Certificate will be considered for Marking.
- Sports Certificate of Invitational / Memorial / Open / Prize Money League / Ranking competition will not be considered.
- Merit/Participation Sports Certificate of preceding three years will be considered from 01st May 2016 to 30th April 2019.

**Note:** You may apply for a maximum of three Games/Sports.

## Add Sports Details

In this section, the applicant has to enter all the sports details:-

- Applying under Sports Category? (Yes/No)
  - Select Game/Sport - which will show the status of selected sports available in all the colleges - Number/Position/Event/Weight category.
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- Competition Name
  - Competition Level
  - Certificate Date
  - Certificate Level

After filling all the available details click on the “Submit” button to proceed further.

## **Edit**

Applicant can edit the details as and when required by clicking on the “Edit” button.

## **Delete**

Applicant can delete the details just entered by clicking on the delete button prompting you to be sure to delete the entry/item.

Click on the “Next” button to go to the ECA Section.

## **ECA Details(Extra Curricular Activities)**

In this section, the applicant is asked to enter sports details (if any). In this section, the applicant is asked “Applying under ECA Category?”. If the Applicant selects “NO” then no ECA details are asked, else s/he has to enter a few more details like ECA Specialization.

## **Important Instruction**

Applicant must read all the important instruction present in this section before moving further and adding details:-

- Applicant must select Extra Curricular Activities (ECA) and Specialization if he/she wishes to apply in ECA Category.
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- Applicants are required to upload a self-attested scanned copy of his/her highest achievement certificate in selected Extra Curricular Activities (ECA) and Specialization.
- Certificate of highest achievement from 01st May 2014 to 30th April 2019 in selected Extra Curricular Activities (ECA) and Specialization will be considered.

**Note:** You may apply for a maximum of three Extra Curricular Activities (ECA) and all possible Specialization under each selected Extra Curricular Activities (ECA).

## Add ECA Details

In this section, the user has to enter all the student details but state-wise enrolled in the courses offered in their university/college/institute:-

- Applying under ECA Category? (Yes/No)
  - Select Extra-Curricular Activity (ECA)-NCC/NSS
  - Select Specialization - NCC/NSS

After filling all the available details click on the “Submit” button to proceed further.

## Edit

Applicant can edit the details as and when required by clicking on the “Edit” button.

## Delete

Applicant can delete the details just entered by clicking on the delete button prompting you to be sure to delete the entry/item.

Click on the “Next” button to go to the Upload Section.

## Upload Documents

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Applicant must read all the important instruction present in this section before moving further and adding details:-

- The file size of PHOTO and SIGNATURE while uploading:-
  - Minimum should be 10 KB.
  - Maximum should be 50 KB.
- For all other uploads:-
  - Minimum should be 100 KB.
  - Maximum should be 500 KB.
- The accepted file types are : .jpg, .jpeg, .png.
- All the Uploads must be self-attested scan copies of the original document.

## Upload Documents

In this section, the user has to upload all the corresponding and supporting documents:-

- Upload Applicant's Photo: Upload your photograph.
  - Signature: Upload the scanned copy of your signature
  - Matriculation Marksheet or Certificate: Upload Matriculation (10th) Marksheet or Certificate for D.O.B.
  - Category Certificate: Upload all the category certificates entered by the applicant while filling the form.
  - PWD certificate: Upload all the certificates of the PWD category mentioned by the applicant.
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**Step 1:** Locate the file in the folder section.

**Step 2:** Right-click the file, and then click properties.

**Step 3:** As visible you can determine the size of the file or files you have highlighted from the file properties window. In this example, the chrome, .jpg file is 18.5 KB (19,032 bytes), and that the size on disk is 20.0 KB (20,480 bytes)

## Preview

A preview page will appear to verify all the details at once and then click on the “Submit” button present at the bottom of the form to finally submit all the entered details.

## Payment

In this section, you can make payment of fee through payment gateways provided.

Check the fee details of the programme selected and click on the payment gateway button.

**Note:-** If payment has been deducted from your account but the same is not updated in your application, you will not be able to make another payment for the next 60 minutes. If the payment is not updated in 60 minutes, the amount shall be automatically credited back to the account from which the payment was received. Then you can initiate the payment fresh.

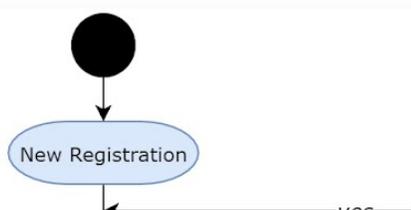
You can see the transaction status in your account.

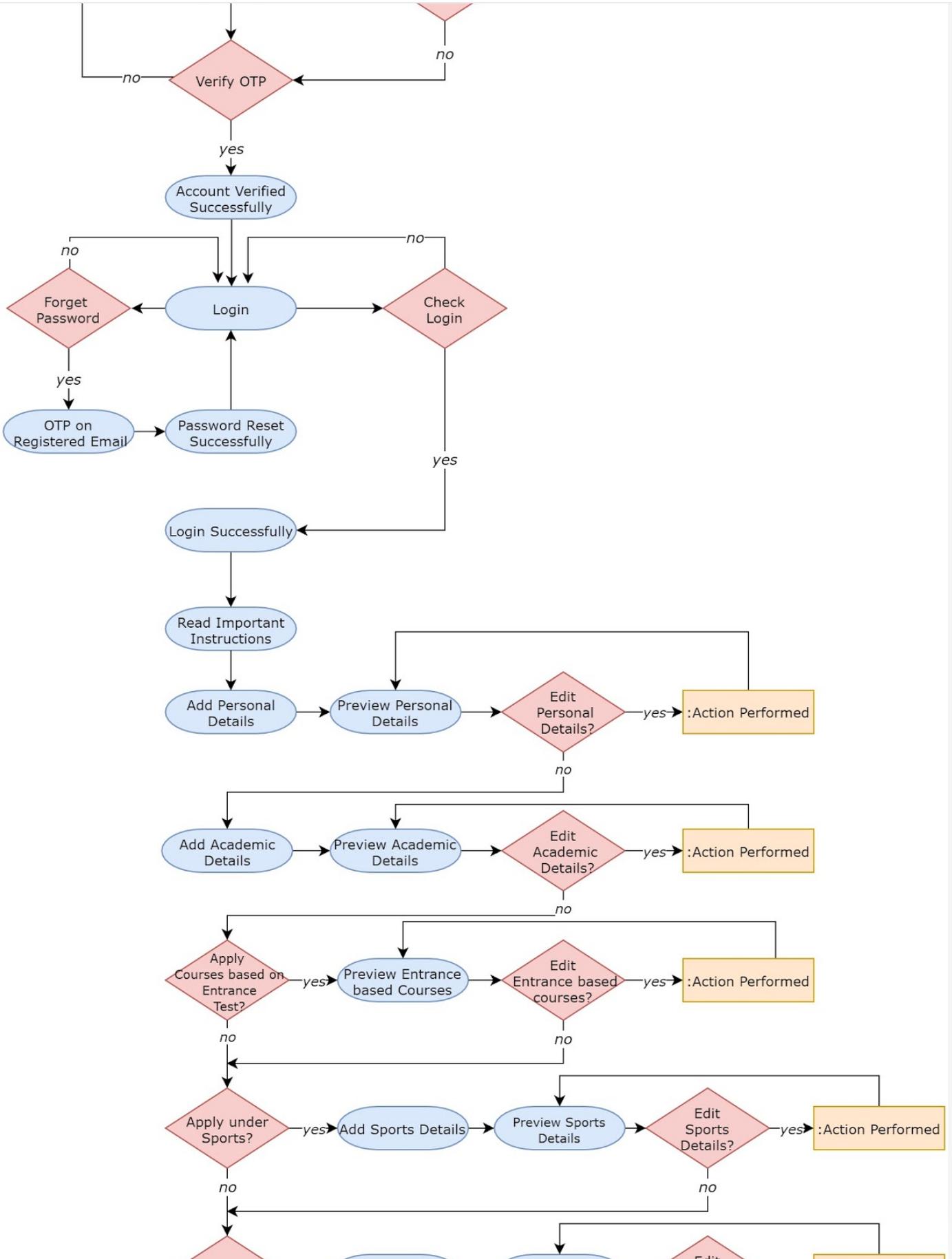
Click on the button “Print Form” to view your submitted form with form number and Qrcode.

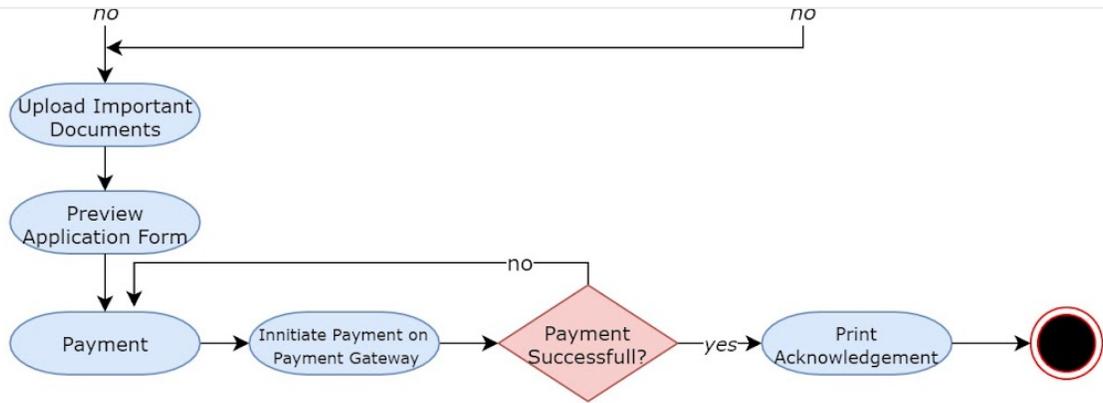
## Annexure

### Activity Diagram

Activity Diagram for DU Admissions - UG Programmes



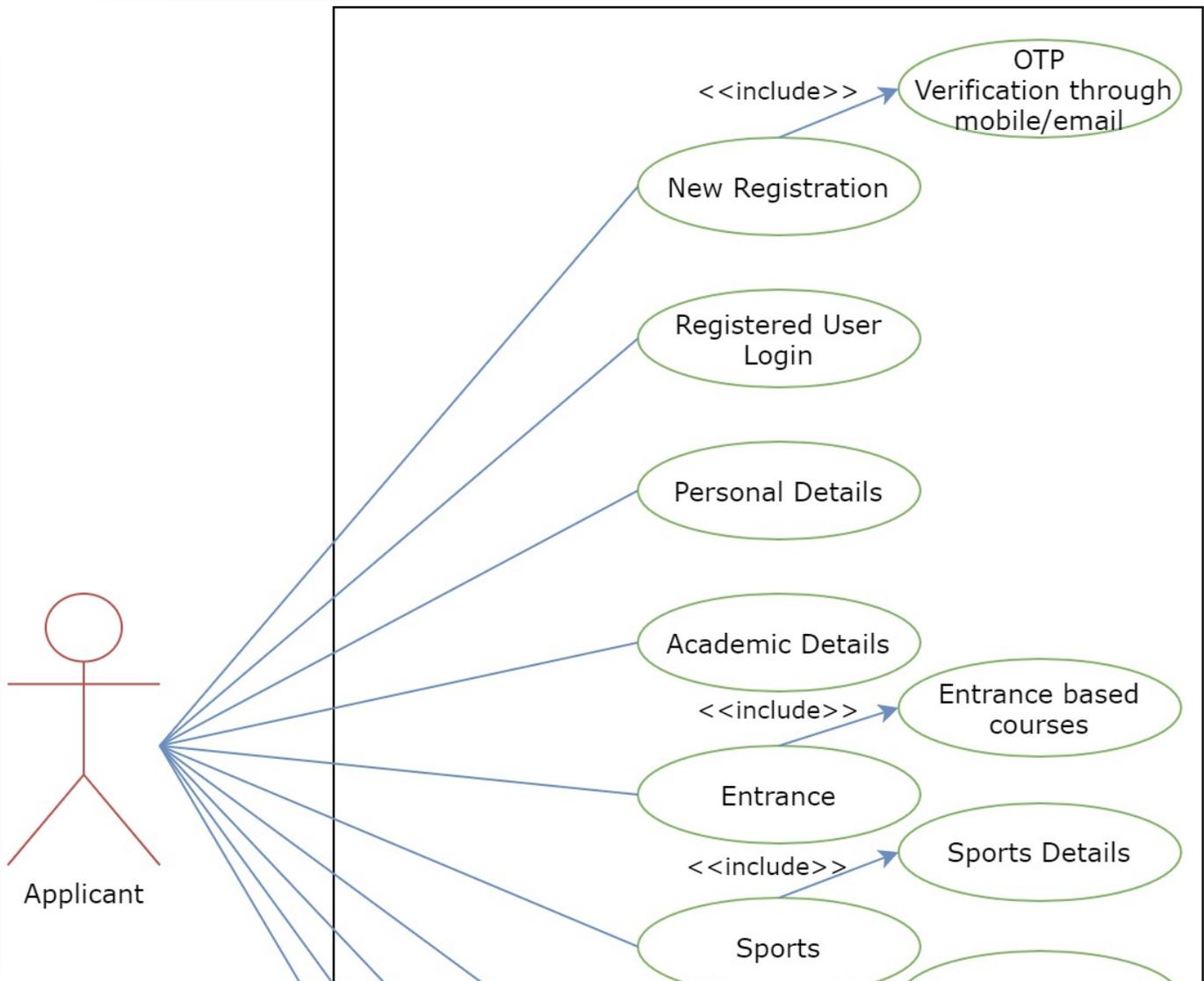




Activity Diagram of DU Admissions for UG Programmes

## Use Case Diagram

Use Case Diagram for DU Admissions - UG Programmes





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Programme Management System  
Student Feedback Management  
Training and Placement

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## **ACCOUNTS & FINANCE**

Bill Tracking System  
Budget & Accounts  
Endowment  
Payroll Management System  
Research Project & Management System

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## **ADMISSIONS**

CU Admission Userguide  
CUCET Administrative Portal - CUSB  
CUCET User Guide for Registration 2021  
DU Admission - PG  
[DU Admission - UG](#)  
DU Admission Backend

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## **BASE MODULES**

University Profile - Organizational Unit & Organigram  
User Administration

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## **DATA MANAGEMENT**

Content Federation System System  
Minutes Resolutions Archive Retrieval System  
University Web Portal - Technical Document

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## **EMPLOYEE SERVICES**

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Employee Management - Non Teaching  
Employee Management - Teaching  
Knowledge  
Leave Management System  
ToT Management

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## **GOVERNANCE**

Affiliation Management  
Estate Management System  
File Management & Tracking System  
Inventory Management System  
IT Service Desk  
Legal Case Management System  
Residence Allocation (E-housing)  
RTI Management System

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## **RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching  
Recruitment Management (Candidate Portal) - Teaching  
  
Screening Process of Non-Teaching Recruitment  
Screening Process of Teaching Recruitment  
Screening Process of Teaching Recruitment- University of Delhi  
Recruitment Management System (Teaching) - Admin Portal

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## **UNIVERSITY FACILITY**

Core Communication System  
Essential Services  
Grievance Management  
Health Management System  
Security Management System  
Sports Management System

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