



INSTITUTE OF CYBER SECURITY AND LAW

Ground Floor, Rugby Sevens Building, University Stadium, University of Delhi, Delhi – 110007.(Entry from Gate No. 2), North Campus

Venue for the Course PGDCSL: Shaheed Sukhdev College of Business Studies, University of Delhi, K N Katju Marg, Rohini,



**POST
GRADUATE
DIPLOMA IN
CYBER
SECURITY
AND LAW
(PGDCSL)**

Message from the Vice Chancellor



It is indeed a matter of happiness that the Institute of Cyber Security and Law has come up under the aegis of the University of Delhi. Cyber security is amongst the niche area of specialization in contemporary world. There is a compelling need for professionals empowered to develop defence mechanisms for cyber security and contribute to development and growth of professionals in the sector of cyber security. With this endeavour, we at the University of Delhi intend to bring the accomplished professionals in the domain of cyber security and law to the process of development of expertise and skills of young people in this field. The post graduate diploma in cyber security and law has been designed by the experts having rich experience in this field. The whole program has been envisaged as an advanced cyber security course to prepare best of professionals for the global society.

I convey my best wishes to the Institute and its faculty, associates and partners and, most important, the students who will make it a grand success and contribute to the needs of the corporate world, society, nation and the global society.

(Prof Yogesh Tyagi)

Message from Officer on Special Duty

We at University of Delhi thrive to enable ourselves and our students to cater the future needs of the society and nation. The legacy of University of Delhi makes it imperative for us to deliver long lasting solutions for social, national or in fact global problem of cyber security. The present needs of the society as well as the future envisioned accentuate the dire need of professionals in the domain of cyber security and law. It gives me immense pleasure to share that this unique Post Graduate Diploma in Cyber Security and Law would be conferred under the aegis of University of Delhi. This diploma program has a blend of cyber security and cyber law for holistic learning of students.

The connoisseurs of cyber security with rich experience as academicians, industry experts, cyber law and cyber security experts have been instrumental in the creation of this diploma program. The pioneers of the industry have facilitated the designing of this course to make it most comprehensive and carve the professionals of cyber security. The course provides rigorous sessions of hands on practical to empower an individual with thorough knowledge in a simplified and easily graspable manner.

I welcome all stakeholders towards a journey to bring more resilient systems and structure in cyber space and contribute to the needs of the Indian Inc and the nation at large.

Dr SunainaKanojia

OSD, ICSL

An eligible applicant for the ICSL academic session 2018-19 must familiarize themselves with the contents of this Bulletin of Information.

- **www.admissions.du.ac.in**

- **University reserves the rights to revise, amend, update, or delete any part of this Bulletin without giving any prior notice. Any change so made shall be updated on the Admission portal.**

- **University reserves the rights to revise, amend, or update the number of seats in ICSL without giving any prior notice. Any change so made shall be updated on the Admission portal.**

- **Applicants are responsible for regularly checking the portal for any updates.**

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The University reserves the right to suitably modify, update or delete any part of the Bulletin without any prior notice.

FOREIGN STUDENTS

The University has designated the Foreign Students' Advisor to handle all enquiries regarding rules and responsibilities for admitting Foreign Students. Therefore, the applicants should approach: FOREIGN STUDENTS' REGISTRY OFFICE Room No. 11, First Floor, Conference Centre, University of Delhi, Delhi-110007 Phone No: 011-27666756, E-mail: fsr_du@yahoo.com, fsr@du.ac.in Dealing Timings: 09.30 am - 1 pm & 2.00 pm - 5.00 pm (Office will remain closed on Saturdays, Sundays and all Public/ Gazetted Holidays)

RIGHT TO INFORMATION ACT

Procedure for seeking information under the right to information Act, 2005

Ms. Meenakshi Sahay,

Mr. H.H. Baa

Deputy Registrar (Information) &

Joint Registrar & 1st Appellate Authority

Central Public Information Officer

University of Delhi

New Administrative Block,

Delhi-110007

University of Delhi

Delhi -110007

Phone No. 011-27667623, 27662568

1. An application for obtaining information under the Right to Information Act, 2005 is required to be made to the Central Public Information Officer.
2. The prescribed fee for filing the application is Rs. 10/- by way of cash against proper receipt or by way of bank demand draft or banker's cheque or Indian Postal Order payable to the *Registrar, University of Delhi* at Delhi.
3. An appeal can be preferred before the Registrar and 1st Appellate Authority against the decision of the Central Public Information Officer of the university.

About the Institute

The Institute of cyber security and law has been envisaged to nurture the young talent in the niche domain of cyber security and law. The institute aspire to work for development of safe cyber security environment and secure systems and promote ethical conduct amongst the cyber security professionals. It would be working towards empowerment of individuals in the cyber space and to promote cyber etiquettes. The institute would prepare professionals equipped to identify and handle vulnerabilities in a computer, system, network, or any other communication network of any kind used by an organisation or individuals in the cyber space.

About the Program

Cyber-security is a niche subject of modern studies. It requires great amount of passion, training and research on day to day basis to emerge as a professional. This is an advanced Penetration Testing & Information Security Training Engineering Program. The course provides an intensive training which will empower an individual with practical knowledge in a simplified and easily graspable manner. In the course, students will learn how hackers break into the system's, network, mobiles and website so as to make them aware of the possible loopholes and therefore, making them proficient in reverse-penetration. By doing so, students can create a virtual wall between company's data and the hackers.

This course will enable students to carry out attacking as well as defensive methodologies which will help an individual or an organization to not only protect but also assess the safety and vulnerability ratio. There is huge demand and supply gap for professional manpower required in our country and overseas. According to a recent report by Intel Security in partnership with the Center for Strategic and International Studies (CSIS), the global cyber-security workforce will have over 1 million jobs vacancies by 2019. Cyber-security has emerged as a very critical sector in the current decade and this has largely been led by the rising amount of cyber crimes world over. According to an ASSOCHAM study, the reported number of cyber attacks during 2011, 2012, 2013 and 2014 stood at 13,301, 22,060, 71,780

and 1,49,254 respectively and these are only reported figures, the actual numbers will be way too high.

Course Structure

The curriculum has been designed keeping in mind the need of the industry and the nation. The best of the experts working in the field of cyber security as academicians, industry experts, cyber law and cyber security experts have provided inputs. The pioneers of the industry have facilitated the designing of this course to make it most comprehensive and carve the connoisseurs of cyber security.

SEMESTER 1						
Paper No.	Papers	Hours For lectures & labs	Total Marks	Marks		
	Title			Internal Assessment	Practical	Written Exam
1	Fundamentals of Computer Security	60 lectures	100	20	40	40
2	Networking Basics and Network Security	60 lectures	100	20	40	40
3	Fundamentals of Web Designing & Web Application Security	60 lectures	100	20	40	40
4	Cryptography	60 lectures	100	20	40	40
5	Cloud Fundamentals and Cloud Security	60 lectures	100	20	40	40
6	Project 1	4 weeks	100			
SEMESTER 2						
1	Mobile Eco System Security	60 lectures	100	20	40	40
2	Internet of Things Security	60 lectures	100	20	40	40
3	Supervisory Control and Data Acquisition (SCADA) System and Information Hiding Techniques	60 lectures	100	20	40	40
4	Cyber Law & Forensics	60 lectures	100	20	40	40
5	Information Security Compliance Management	60 lectures	100	20	40	40
6	Project 2 + Internship	8 weeks	100			

Venue of Classes: The course shall be conducted and disseminated from Shaheed Sukhdev College of Business Studies, University of Delhi, K N Katju Marg, Rohini,

Delhi. The College shall provide all facilities of audio-video equipped classroom, library, cafeteria, auditorium, cyber security laboratory, hostel etc.

Scheme of Examination

English shall be the medium of instruction and examination. Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi. The system of evaluation shall be as follows:

Each paper will carry 100 marks, of which 20 marks shall be for internal assessment based on a combination of classroom participation, project work, seminar, term papers, tests, and attendance. The weight age given to each of these components in a combination shall be decided and announced at the beginning of the semester in consultation with the faculty of the concerned paper. The system so decided will be communicated by the Institute for Cyber Security and Laws.

The remaining 80 marks in each paper shall be awarded on the basis of a practical and written examination of 40 marks each at the end of each semester.

Pass Percentage & Promotion Criteria

The minimum marks required to pass any paper in a semester shall be 50% in each paper and 50% in aggregate of a semester.

Semester to Semester Promotion: Students shall be required to fulfil the Part to Part promotion criteria. Students shall be allowed to be promoted from semester I to semester II, provided s/he has passed at least 60 per cent of the papers in the course of the current semester including project.

Division Criteria

Successful candidates will be classified on the basis of the combined results of Semester -I and Semester –II examinations as follows:

Candidates securing 60% and above: I Division

Candidates securing 50% or more but less than 60%: II Division

Attendance Requirement

Attendance in lectures, tutorials, seminars etc. arranged by the Institute for Cyber Security and Laws from time to time, is mandatory according to the Internal Assessment requirement as per University rules. The marks for attendance shall be awarded on the basis of existing norms as per the Internal Assessment Scheme of University of Delhi.

Exam Duration

As per guidelines issued by University of Delhi.

Duration Of Course: 1 year.

Span Of Course: 2 years.

SESSION DURATION		
	SEMESTER 1	SEMESTER 2
Course	15 weeks	15 weeks
Project	4 weeks	8 weeks
Exams	1 week	1 week
Total Academic course duration – 42 weeks excluding examination		

Note: Diploma Certificate will be issued to participants only after clearing final examination of both the semesters conducted the end of the final semester.

Admission Requirements and Eligibility

Qualifying examination for the purpose of Admission to the Post Graduate Diploma in Cyber Security and Law shall be graduates or above in Science (Physics & Chemistry), Information Technology, Mathematics, Engineering in Technology (Computer science/ Electronics/Electronics and Communication, Information Technology), BCA, MCA, M.Tech or any other degree equivalent thereto. The admissions shall be based on the merit drawn from the marks obtained in graduation and personal interview. The admission process shall be following:

STAGE I: The merit list, for admission shall be determined on the basis of marks obtained (CGPA equivalent thereto) by the candidate in graduation or in the degree applicable as qualifying examination.

STAGE II: The candidates shall be called for Personal Interview on the basis of merit drawn as prescribed in stage I.

STAGE III: A combined merit on the basis of 85% from Stage I and 15 % from Stage II shall be drawn. Admissions shall be based in the order of combined merit.

Note: Candidates appearing in the final year examination of Bachelor's degree are eligible to apply. If selected, candidates will be eligible for admission only when they submit the result meeting the minimum eligibility criteria at the time of final admission, as per University Rules.

NUMBER OF SEATS

Admission will be offered on 50 seats in the course. The number of seats under various Reserved Categories shall be as per the proportionate reservation as provided under University rules. i.e. 27% for OBC, 15% for SC and 7.5% for ST.

Note: The eligibility condition under various Reserved Categories shall be as per the University rules.

APPLICATION FEE

INR 2000 for unreserved category and OBC,
INR 1500 for reserved categories SC/ST/PwD/CW

Fee Structure

This course is a self-financing course with detailed fee details given below:

Fee Structure for Post Graduate Diploma in Cyber Security & Law		
	Semester I	Semester II
Semester Fee*	INR 34,900	INR 30,500
Total Fees of the Course	INR 65,400	
* Fee is excluding examination fee, which will be charged at the time of examination as per University Rules		
** Caution deposit of INR 10,000 would be submitted at the beginning of the semester and refunded after the completion of the course		

Caution Deposit of INR 10,000 needs to be paid in the beginning of the first semester and will be refunded after the completion of the course.

Note

- 1) Foreign students need to pay additional fee as per existing University rules.
- 2) Upto 15 students (25%) will be given free-ships based on means and merit, as resolved by the competent committee.
- 3) Fee for PwD students will be in accordance with the rules of the University of Delhi.

4. Important Information

Candidates will be required to register online- URL: <http://pg.du.ac.in/app/>

1.1 Dates at a Glance

Start date for Online Registration : 18.05.2018

Closing date for Online Registration : 30.06.2018

Tentative Date of Announcement of list of candidates to be called for Interview: 04.07.2018

Tentative Date of holding interviews:09.07.2018 to 13.07.2018

Tentative Date of Announcement of List of Selected Candidates:

on or before 18.07.2018

***Dates are tentative subject to change.**

1.1.1. Registration Fee is Non-Refundable

Registration fee for UR/OBC : Rs.2000.00

Registration fee for SC/ST /PwD/ CW : Rs.1500.00

1.1.2. Payment of Registration Fee:

- (i) Registration fee has to be paid during online registration process through any one of the available online payment options.
- (ii) It may be noted that the registration process shall be completed only after realization of the online registration fee.
- (iii) Registration fee will not be refunded/ adjusted in any circumstances, please fill the form carefully.

1.2 Help Desk Information

Helpdesk (Dean Students' Welfare Office) Only for PwD Applicants: Equal Opportunity Room No. 5, Conference Centre, Near Gate Cell, Arts Faculty Tutorial Building, North No. 4, North Campus, University of Delhi, Campus, University of Delhi- 110007. Delhi – 110007

Phone: **011-27662602**

Phone: **011-27667092**

For specific queries, please contact:

Dr. Sunaina Kanojia

Officer on Special Duty,

Institute of Cyber Security and Law. osd@icsl.du.ac.in

Principal, Shaheed Sukhdev College of Business Studies, University of Delhi, Rohini

cbc@sscbsdu.ac.in

Program Coordinator :office@icsl.du.ac.in

Mr Chetan : Senior Assistant, 9818701190

5. Admission Procedure

5.1. PG Admission procedure in a nut-shell

The admissions to Institute of Cyber Security and Law (ICSL) of the University of Delhi shall be based on prescribed Admission Requirements and Eligibility. Candidates from other than University of Delhi, having qualifying degree as prescribed can apply in merit based admission process of ICSL.

Applicants seeking admission to ICSL One year Post Graduate Diploma in Cyber Security and Law (PGDCSL) must register on the centralized admission Web Portal, for which the details are given in this Bulletin.

5.2. Online Registration

5.2.1. Step by Step Registration Process

- a) **All the candidates seeking admission to the Postgraduate Diploma in Cyber Security and Law are required to register online.**
- b) There is a common Web Portal for the centralized registration of applicants and a common registration form for admission to all the PG/Master's Courses in the University. Online registration details are available on the following PG admission portal: <http://admission.du.ac.in/pg2018>
- c) As a first time user, applicant shall create the login details by clicking on the "Register Here" under the "New User?" option on this webpage.
 - Applicants who do not have a valid email-id must create an email-id before proceeding further.

- Click Help tab on the portal to view the Step by Step Instructions to fill the Application Form.
 - In the “Login details”, applicant shall provide the email-id, which would be used for any future communication with the University for admission purpose.
 - Applicant shall then create a password (of maximum six characters) for online registration at the PG Admission Portal.
 - Applicant shall also provide a valid mobile phone number (10 digit number without any prefix).
 - Applicant's details (as given in the certificates) should also be furnished.
 - Please verify that all the details given in the form are correct. This information will be used during the entire admission process. No change/modification is allowed. Please be careful in filling up the required information in all aspects.
 - The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
- d) On completion of this process a verification email will be sent on applicant’s email account with a confirmation link, which the applicant shall have to click to confirm the registration. Please note that this email account is same as the one provided by the candidate while registering process.\
- e) Applicant shall now log on to the PG admission portal using “registered email-id” and created “password” to fill the online registration form. The same login information issued every time to login to the applicant’s account.
- f) Applicant shall be asked to upload the following items:
- i. Passport size photograph of the applicant (maximum size: 50KB; Formats: JPG/JPEG/ PNG).
 - ii. Scanned signature of the applicant (maximum size: 50 KB; Formats: JPG/ JPEG/ PNG)
 - iii. Self-attested copy of Identity Proof of the applicant (maximum size: 50 KB, Formats: JPG/ JPEG/ PNG). Identity proof can be any one of the following documents:
 - a. Aadhaar Card, Driving License, PAN card, Voter’s identity card,
 - b. Passport or College identity card.

- iv. Self-attested copy of Class 10th Certificate (maximum size: 100 KB, Formats: JPG/JPEG/ PNG/ PDF).
- v. Self-attested copy of Caste Certificate, if applicable (maximum size: 100 KB, Formats: JPG/ JPEG/ PNG/ PDF).
- g) Once all the above-mentioned files are uploaded, applicant can proceed with “SubmitMy Profile”. Applicant can update the uploaded files before clicking “Submit MyProfile”.
- h) Applicant shall now start with the online filling of the registration form by clicking “Apply in New Course”.
- i) Applicant shall provide educational details, course/programme in which applicant seeksto apply, and admission criteria. Admission in PGDCSL is Merit based only. There is no entrance test.

NOTE:

1. This guide is also available on the admission portal under “PG Admission 2018: Help” link.
<http://admission.du.ac.in/pg2018>
2. Foreign nationals may visit *Section 3 of main information bulletin uploaded on PG admission portal* for details related with their registration/admission process.
3. The registered applicants’ shall also provide preference for colleges (if applicable). Applicant must pick options carefully as no modification shall be allowed after submission of the form.
4. This is a professional program and students enrolled herein shall renounce to form or espousing or participation or affiliation to any kind of union or body of similar nature.

After submission of the registration form, corrections, additions, deletions etc. in any manner shall not be allowed. The candidates are, therefore, advised to fill their forms carefully after reading the eligibility conditions of PGDCSL properly.

5.2.2. Interview/Group Discussion, if any

The list of shortlisted eligible candidates and dates of the interview/group-discussion shall be notified on the PG admission portal.

5.2.3 Intimation regarding Admission

1. Only candidates having results of qualifying degree shall be considered to draw the final list of selected candidates.
2. Selected applicants are required to furnish the necessary documents at the time of admission. Admission fee for the first list of selected candidates will have to be paid by the date notified.
3. Information regarding subsequent lists of selected candidates, if any, shall be notified on the PG admission portal.
4. For all the news and updates related to PG admissions, visit PG admission portal.

5.3. Equivalence criteria

The Departments/Colleges of the University may advise the candidates concerned, wherever necessary, to get recognition/equivalence of their degrees/ diplomas/ certificates authenticated from the Association of Indian Universities/University Grants Commission/AICTE/Council of Boards of School Education in India (COBSE) for the purpose of admission to the Department/College. Further, the cases of equivalence of degrees / certificates / diploma may then be put up before the University Authorities for further consideration and confirmation. However, the Certificates / Diplomas/ Degrees already recognized/equated by the University may not be referred for further verification.

5.3.1 Grade Conversion [As per AC Resolution No. 319, Dt. 22.3.1976]

Formula/equivalence of the grade point average awarded in Cambridge School Certificate/Malayalam / Overseas /African G.C.E./Examination School Certificate Examination and / or 12th Grade Examination of American Embassy School, New Delhi with the percentage of marks as are awarded in the Higher Secondary Examination of the Central Board of Secondary Education, New Delhi, for the purpose of admission to different Programmes in the University of Delhi.

Grade	Min.% of Each	Grade	Mean Resultant

	Grade		Percentage
1	90	A	90
2	75	B	75
3	66	C	60
4	61	D	40
5	57	E	30
6	51	F	Fail
7	47		
8	40		
9	Fail		

2.3.2 Admission for IB Students (IB Grade to Marks Scheme)

Grade	Indian Equivalent Marks	
7	96-100	Midpoint 98
6	83-95	Midpoint 89
5	70-82	Midpoint 76
4	56-69	Midpoint 62.5
3	41-55	Midpoint 48
2	21-40	Midpoint 30.5
1	1-20	Midpoint 10.5

2.3.3 Admission for University of Cambridge (International Examinations)

Grade	Percentage Uniform Mark Range	Cambridge Grade As	Percentage Uniform Mark Range
*A	90-100(Midpoint95)	95	95
A	80-89(Midpoint85)	a	80-100(Midpoint 90)
B	70-79(Midpoint75)	b	70-79 (Midpoint 75)
C	60-69(Midpoint65)	c	60-69 (Midpoint 65)
D	50-59(Midpoint55)	d	50-59 (Midpoint55)
E	40-49(Midpoint45)	e	40-49 (Midpoint 45)

Further Details:

*Wherever G.C.E. Certificate indicates the grades; it will be treated at par with the grades of Indian School Certificate Examination for purposes of Admission requirements. (See Grade Conversion)

5.4 Supernumerary seats

5.4.1 Persons with Disabilities (PwD)

As per the provisions of Rights of Persons with Disabilities Act, 2017, 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 following specified categories of disabilities as mentioned in the Schedule to the Rights of Persons with Disabilities Act, 2016 [See clause (zc) of section 2 of Rights of Persons with Disabilities Act, 2016] are eligible to get the benefit of the said reservation:

I. Physical disability

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

II. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "Specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such

conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "Autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

III. Mental behaviour

"Mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

IV. Disability caused due to -

(a) Chronic neurological conditions, such as —

(i) "Multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "Haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "Thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "Sickle cell disease" means a haemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

V. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

5.4.2 Children/Widows of the eligible Armed Forces Personnel including Para Military Forces (CW Category) = 5% of the seats in each course

1. All applicants seeking admission to various undergraduate programmes of the University of Delhi under this category will also have to register online as per schedule notified by the University.
2. Five percent (5%) of seats are reserved for applicants under CW categories, programme- wise in all colleges.
3. All the CW applicants have to upload the Educational Concession certificate in the enclosed format to be issued by any of the following authorities on the proper letterhead.
 - (i) Secretary, KendriyaSainik Board, Delhi.
 - (ii) Secretary, RajyaZilaSainik Board.
 - (iii) Officer-in-Charge, Record Office.
 - (iv) 1st Class Stipendiary Magistrate.
 - (v) Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)
4. Admission may be offered to the Children/Widows of Officers and Men of the Armed Forces including Para-Military Personnel*, in the following order of preference:
 - (i) Widows/Wards of Defence personnel killed in action;
 - (ii) Wards of Defence Personnel disabled in action and Boarded out from service with disability attributable to military service;
 - (iii) Widows/Wards of Defence Personnel who died in peace time with death attributable to military service;

- (iv) Wards of Defence Personnel disabled in peace time and Boarded out with disability attributable to the military service;
- (v) (a) Wards of Ex-servicemen and serving personnel who are in receipt of Gallantry Awards;

- a. ParamVir Chakra
- b. Ashok Chakra
- c. SarvottamYudhSeva Medal
- d. MahaVir Chakra
- e. Kirti Chakra
- f. UttamYudhSeva Medal
- g. Vir Chakra
- h. Shaurya Chakra
- i. YudhSeva Medal
- j. Sena, NauSena, Vayu Sena Medal
- k. Mention-in- Dispatches

(b) Wards of the Police personnel who are in receipt of President's Police Medal for Gallantry,
Police Medal for Gallantry.

(vi) Wards of Ex-Servicemen.

(vii) Wives of:

- a. Defence personnel disabled in action and boarded out from service.
- b. Defence personnel disabled in service and boarded out with disability attributable to military service
- c. Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.

(viii) Wards of Serving Personnel.

(ix) Wives of Serving Personnel

Note: Admission in priority (v), v (a) above is as per the inter se priority of the gallantry awards and admissions in v (b) will be considered after v (a). * Benefit under CW category may extend to the wards of the Personnel of Para Military forces up to priority (v) only.
Format of the Educational Concession Certificate (Sample)

FORMAT
(ON THE PROPER LETTER HEAD)
OFFICE OF THE _____

This is to certify that Mr. /Miss _____ is son/daughter of _____ (No. _____)
resident of _____.

The above named Officer/JCO/OR _____:-

Killed in action on _____ during _____

Disabled in action on _____ during _____ and boarded out from service.

Died in peace time on duty on _____ with death attributable to military services.

Disabled in service and boarded out with disability attributable to military service.

Gallantry Award: _____.

Master/Miss _____ son/daughter of _____ Officer/JCO/OR is eligible for
educational concession for admission in University of Delhi against the Armed Forces
category under Priority No. _____.

No.: _____

Date: _____

Seal with Name & Designation

(Signature)

5.4.3. Foreign Nationals

All foreign applicants, including those who have completed their schooling from an Indian Board may be treated as Foreign Students for the purpose of their registration / admission in various Departments and Colleges of the University and they may be considered for admission under 5% quota prescribed for the foreign students. The foreign applicants seeking admission to Undergraduate Programmes should apply online through Foreign Students' Registry portal <http://fsr.du.ac.in> and can contact Deputy Dean (Foreign Students' Registry), Conference Centre, University of Delhi-110007 for further details.

Email: fsr_du@yahoo.com

Phone No. +91-11-27666756

5.4.4 Reservation of Seats for Other Backward Classes (Non-Creamy Layer, Central List)

- 27% seats will be reserved for the applicants belonging to Other Backward Classes (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 (Govt. of India) 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 2017-2018, issued after 31st March, 2018.

- If the applicant does not have the OBC non-creamy layer certificate of the latest financial year 2017-2018 at the time of registration, the applicant may upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant must produce the recent financial year’s (2017-18) OBC non-creamy layer certificate, issued by the same competent authority. This additional certificate must have reference of his / her already issued original caste certificate.
- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said programme prescribed for General/UR Category applicants.
- It is a statutory obligation on the part of Colleges to fill all the 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 addressed through remedial classes 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 (UR) seats will comprise all the applicants in order of merit. No one will be excluded from the same. In other words, it will also include SC / ST /OBC applicants, if they meet the criterion of merit for UR category. The applicant cannot be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC category. Such an applicant is entitled to be considered under the UR category, as well as under the reserved category. Admission to UR category seats will be strictly in order of the merit without excluding SC/ST/OBC applicants.

5.4.5 List of Documents required at the time of Admission

The applicants shall be required to produce the following documents in original with two sets of self-attested photocopies at the time of admission:

1. Class X Board Examination Certificate
2. Class X Mark-Sheet
3. Class XII Mark-Sheet
4. Class XII Provisional Certificate / Original Certificate
5. Graduation Mark-sheets
6. Graduation Degree
7. Post Graduation Mark-sheets, if any.
8. Post Graduation Degree, if any.
9. Recent Character Certificate
10. SC/ST/PwD/CW (in the name of the Applicant) issued by the competent authority
11. Income Certificate, if applicable.

12. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) as in central list, as prescribed above in Section 5.4.4.

13. Transfer Certificate from school / college as well as Migration Certificate from Board / University are required from those students who have passed senior secondary exam from outside Delhi

14. At least two passport size self-attested photographs.

The University will accept self-attested copies of documents / papers provided by the students. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending any programme in the University Colleges for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her.

6. Reservations and Relaxations

Reservation of Seats for Schedule Caste (SC)/Schedule Tribe (ST)

Applicants

- a) 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).
- b) It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste /Scheduled Tribe Applicants.
- c) The seats reserved for the SC/ST applicants shall be filled by the SC/ST applicants only. However, in the case of non-availability of the eligible applicants the reserved seats may be interchanged between the SC & ST. If still any seat remains unfilled, the same shall be left vacant.
- d) 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.

- e) The minimum eligibility requirement for the Scheduled Caste/Scheduled Tribe applicants will be that they must have passed the qualifying school/degree examination.

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/ Add. 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%.

Reservation of Seats for Non-Creamy layer (Central List) Other Backward Classes (OBC)

- a. **27% seats will be reserved for the applicants belonging to OBC (non-creamy layer, Central list).**
- b. 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.
- c. **Candidates seeking admission under SC/ST/OBC category should have certificates in their own name only.**
- d. At the time of giving admission to an OBC applicant, the department 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](http://ncbc.nic.in/backward_classes/index.html)
- e. 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).

- f. **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.**
- g. 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.
- h. The OBC applicants shall be given a relaxation in the minimum eligibility in the qualifying examination to the extent of 10% of the minimum eligibility marks prescribed for the General Category applicants. For example, if the minimum eligibility for admission to a course is 50% for the General Category applicants, the minimum eligibility for the OBCs would be 45% i.e. (50% less 10% of 50%)
- i. All those OBC applicants who meet the minimum eligibility marks in the qualifying examination shall be eligible for admission in the order of their merit, keeping in view the availability of seats reserved for them.
- j. It is a statutory obligation on the part of Colleges to fill all seats reserved for OBC applicants.

7. Registration /Admission of foreign nationals

i.) The foreign nationals seeking admission in the University/its colleges shall have to get themselves registered with the Foreign Students Registry (FSR) in compliance with the schedule notified by the FSR. No Foreign students will be admitted directly by the Department/Colleges. The website link is:

<http://fsr.du.ac.in>

ii.) Foreign nationals shall be exempted from the online registration process of the University of Delhi for PG admission defined in *Section 1.2*. Foreign nationals who are stationed in India and have passed last examination from Board / University in India shall also be exempted both from online registration process of the University in all Courses.

iii.) All the Categories of foreign students shall come under the same category of 5% quota for foreign nationals for admission. This shall include foreign nationals with qualifications attained either from Indian Board /University or Foreign Board/University.

iv.) All admissions in Foreign Students category shall be done on individual merit and a single merit list of foreign students, both with Indian and foreign qualifications shall be prepared for admission in various courses.

8. Facilities at University of Delhi

8.1 Library

Delhi University Library System (DULS) consists of more than 34 libraries and is accomplishing its task of reaching to wider academic community. DULS has advanced its web activity with the subscription to many high quality electronic databases being made available through campus network to faculty, students and research scholars. In addition to this 20 more databases are also accessible through UGC-INFONET Digital Library Consortium. DULS also promotes Open Access e-resources. DULS is regularly conducting innovative Information Literacy Programs (ILP) for the benefit of students, researchers and faculty members and also making efforts in developing tutorials to make the community proficient in the use of WWW.

Delhi University Library System includes the following major libraries: Central Library; Arts Library; Central Science Library; East Asian Studies Library; FMS Library; Law Library; Ratan Tata Library; South Campus Library; Braille Library (On DU Intranet).

8.2 Medical Facility

W.U.S. Health Centre (Main Campus) is located in the North Campus of University of Delhi. It provides basic and specialized medical facilities to its members/beneficiaries round the clock except on Gazetted Holiday and Sunday from 10:30 AM to 08:00 PM. W.U.S. Health Centre's branches are in South Campus, East Delhi (Dr. B.R. Ambedkar College) and West Delhi (Shivaji College). It provides routine Pathology Laboratory Facilities to the beneficiaries 5 days a week. W.U.S. Health Centre (South Campus) provides basic and limited specialized medical facilities from 09:00 AM to 05:30 PM on all working days. W.U.S. Health Centre (East Delhi) and W.U.S. Health Centre (West Delhi) have single Medical Officers and provide basic medical facilities from Monday to Friday from 09:00 AM to 03:00 PM.

8.3 Computer Facility

The Delhi University Computer Centre is the central hub for ICT related services for the University of Delhi. With the commissioning of the University-wide network, via National Knowledge Network (NKN), the Computer Centre is in a unique position to serve the University for all its ICT needs. All University departments and colleges are connected to NKN for resource sharing with all major educational and research institutions across the country. ICT services including internet are being provided across the University using 2 Gbps bandwidth at North Campus and 1 Gbps at South Campus as part of NKN. Delhi University Computer Centre (DUCC) provides varied services to all faculty members, staff and students.

8.4 Conference Centre

The International Conferences are generally held in the Conference Centre on the University of Delhi. This complex has a large air-conditioned conference hall, which can accommodate more than 300 people. The complex also has nine large and medium-sized committee rooms, board rooms, computer room, and space which can be used for video-conferencing and as a media centre. The University community organizes academic conferences, national and international, on campus in this Conference Centre.

8.5 Utility Centre

The University of Delhi provides several amenities for its staff and students convenience. The Utility Centre consists of a *post office, banks, D.T.C. Bus Pass counter, Cooperative Store and Railway Reservation Counter* for the use by the University community and for the general public. The *Cooperative Store* makes items of everyday use available at discounted price and is run by the University employees.

8.6 Gandhi Bhawan

The Gandhi Bhawan is a centre dedicated to the study of the words and works of Mohandas K. Gandhi. Gandhi Bhawan holds several programs to further Gandhiji's ideals.

8.7 University Science Instrumentation Centre

University Science Instrumentation Centre (USIC) is a central facility and houses sophisticated analytical instruments. Its main objective is to provide services to all researchers and students of science departments in the University and the constituent colleges of the University of Delhi. Facilities for carrying out spectral, thermal, chemical and micro structural analysis on a variety of materials are extended to all researchers. A centralized liquid nitrogen distribution facility is maintained for all science departments. Training programs and workshops/seminars are organized regularly for laboratory staff and research scholars in focused areas of materials characterization and analysis.

8.8 Student's Aid

8.8.1 Policies on conduct of students

Maintenance of discipline among students; ragging and complaints against sexual harassment shall be dealt in accordance with the provisions of Ordinance – XV of the Ordinances of the University, as amended from time to time.

8.8.2 International Relations Cell

Globalization affects many sectors of society. Higher education is no exception. Universities worldwide respond to challenges presented by globalization in various ways.

Campuses once geographically bound to one physical place now have the opportunity to expand and network between states, regions, and international locations. In addition, technology enables professors and students access to a world of information previously

available only at high costs and over long periods of time. The desire for education created by a population that continually seeks education, further supports changes within the university. These forces continue to alter the structure of the university in three ways, which includes changes to the structure of governance, expansion of campus networks, and enhancement of university community partnerships.

The University of Delhi has for long been aware of its role in a larger international academic community, and in pursuance of this, the University has been reaching out to fraternal institutions in different parts of the world for collaborative programmes, research networks, student exchanges and so on.

8.8.3 Central Placement Cell (CPC)

The main endeavor of CPC, University of Delhi is to get students placed in reputed multinationals, government Organisations, NGO's and the private sector. All students registered with CPC will be provided placement assistance, counseling for employment and self/social entrepreneurship. The CPC assures logistic support to the visiting companies at every stage of the placement process by making university infrastructure available to them. The CPC will act as an interface between the industry and the students, and will primarily enable the students to select their career options. The CPC shall facilitate the selection process of all the companies as per their requirement. It will liaison with corporate organizations to provide suitable jobs and internship for the candidates completing their studies from the University of Delhi. The CPC also conducts seminars and workshops to enable the students of University of Delhi to become successful professionals.

9. Facilities at Shaheed Sukhdev College of Business Studies (SSCBS)

A strong infrastructure base is imperative for providing a learning environment of international standards. We have taken some concrete steps towards providing the same. The college has a well equipped Audio Visual Hall and Conference Room with modern teaching aids such as LCD projector, overhead projector, personal address and conference system. The A/V Room is used for presentations and guest lectures of the College alumni and Various Corporate executives all aimed at the purpose of

enriching the students with the latest knowledge and giving them a platform for voicing their doubts and concerns about the topic in question. Each classroom is equipped with its own overhead projector. The college has a 82.5 KVA generator set to ensure un-interrupted power supply. It also possesses a 35 seater bus which is used for the transportation of students for industrial visits and various inter college competitions.

9.1 Library

The college library is fully - automated. The air - conditioned environment of the library ensures that students enjoy reading up the latest journals and the business newspapers with relative ease. The library adds new titles in its collection on regular basis and the total number of books in the library is 19,498. In addition, the library subscribes to 51 magazines and journals of national and international repute and 13 national and business newspapers. The library made purchases in the field of business communication, computer science, economics, finance, human resource management, marketing and other related areas during the year to enhance the knowledge of the students by exposing them to a greater variety of books and periodicals on their respective subject. Apart from the print resources, teaching and research is also supported by accessing the thousands of Electronic Journals, Reports, and Case Studies through Delhi University Library Network. Moreover, the library has an Institutional membership of DELNET (Developing Library Network) and N-LIST (National Library and Information Services Infrastructure for Scholarly Content). Its E-Resources (E-journals & E-Books) are accessible through worldwide web using the web address <http://delnet.nic.in> & <http://nlist.inflibnet.ac.in/> respectively.

Most importantly, all our college library activities has been automated using the complete modern Web - based Open Source Solution i.e. KOHA, Internationally renowned Integrated Library Management System. The basic objective of using the KOHA is meeting the needs of its user base by providing the resources i.e. Books, Journals, Newspapers and Electronic resources etc. Students, Faculty and Staff members can easily check the status of the library resources by accessing the Online Public Access Catalogue supports advanced search strategies.

9.2 Computer Laboratories

The college has four well equipped computer laboratories, two for the BBS students, one for the B.Sc.(H) Computer Science students and one for the BFIA students. The college has a network of 30-35 IBM and Compaq P-IV machines in each of the three labs. The computer labs are networked using windows and Unix platforms. The labs are enriched with a collection of latest software like Unix, C++, Visual Basic, Oracle etc. In addition, these labs are equipped with multimedia facilities, scanner, CD writer, DVD writer etc

9.3 Wifi Connectivity

The college provides wireless internet to its students. This is available throughout a majority of the college building and attempts are being made to provide it to all of the students.

This helps students to undertake projects in their free classes and various other presentations. The faculty too is able to impart of this service free of cost.

Students are able to undertake research work, perform their respective college society's work and keep-in-touch with the latest business happenings, courtesy of the wireless internet provided. Many students also utilise this service for preparing presentations for college as well as inter- college events, many of which have succeeded in winning laurels for the college.

9.4 Audio-Video Room

The college has an audio visual room which holds pre-placement talks, workshops and seminars. The room is equipped with high quality wall mounted projector for an enhanced visual experience. Moreover, with a seating capacity of 150, it is the most sought after room for presentations and the like.

9.5 Hostel Facility

Hostel Facility is available inside the campus of SSCBS for both BOYS and GIRLS.

9.6 Others

1. Four existing well equipped Computer Labs

2. Play ground
3. Residential facilities for non-teaching staff
4. Cafeteria
5. Transport facilities/ Connectivity to cater to the needs of students and staff
6. Generator or other facility for management /regulation of electricity and voltage. (Full Power backup available with three generators)
7. Incubation centre
8. Placement Cell

Thrust Area of College

Management & Information Technology

Outreach Program

The College do lot of outreach activity through our student societies i.e. Project Akshar, Sanitation Solutions etc.

10. Frequently Asked Questions (FAQs)

Q: *Is the online registration mandatory for all the candidates applying for the PG/Master's admission?*

A: YES, online registration is mandatory for **ALL** the candidates applying for the postgraduate/Master's courses (listed in this Bulletin) in the University of Delhi.

Q: *I wish to seek admission only through the Direct (Merit) category. Do I need to apply through online registration? Am I expected to pay the Registration fee?*

A: YES, online registration is mandatory for **ALL** the candidates applying for the postgraduate/Master's courses in the University of Delhi, irrespective of the mode of intake. You have to pay the Registration fee as well.

Q: *I would like to change my "Applicant's details", which I filled during the "New User registration". Can I do that?*

A: No, you cannot change that information later on. Be careful in filling the registration form.

Q: *Is it possible to get the Admit Card through postal mode?*

A: No, the Admit Cards will only be generated online and will be available on your registration account.

Q: *When will I be able to download the Admit Card? Is it immediately after filling the registration form?*

A: Admit Card's download link will be available in your online account after 24th June 2017. Please visit the PG admission portal for news and updates related with the admission procedure.

Q: *Can I submit the fee through any other method, like demand draft etc?*

A: No, the registration fee is accepted only through the online payment options available in the registration portal.

Q: *My internet got disconnected while filling the form. What should I do?*

A: When you get the internet connection, login again with your credentials and fill the information again.

Q: *How can I correct my mistake in the registration form? I have uploaded the wrong Photo/ID Proof/ Signature,*

A: No modifications in the form are allowed once fee payment is made. Before making the online payment, you can edit your registration form.

Q: *How can I apply in multiple courses? Do I need to make payment for other courses separately?*

A: After completing your application for one course, you can apply in another course using "Apply Now" button on your home area. You need to pay registration fee separately for each of the applied courses.

Q: *What does the "Final Aggregate" mean? OR What percentage do I need to fill in Update Result for admission under Merit?*

A: Final Aggregate is the combined total of all the B.A/B.Com/B.Sc. (or equivalent) semesters (or annual) result together.

Q: *I have uploaded the Final Aggregate Percentage, which has been accepted. But then I was asked to print the form and it still reads Result Awaited.*

A: Please check the print of the form carefully. There is a row after Education Qualification with the result you have updated.

Q: *How will I come to know the location of my Centre in the city I have chosen?*

A: The information related with the Centre will be announced on the PG admission portal. The information will also be printed on your Admit Card.

Q: *Can two candidates apply from the same account?*

A: No, only a single candidate can apply from an account for PG Admissions.

Q: *Do I need to send a Hard Copy of the form?*

A: No, you don't have to send a Hard Copy of the form. If required, you will be notified.

Q: *How can I upload a self-attested ID Proof?*

A: 1. Take a photocopy of your ID proof.

2. Self attest it.

3. Scan it and upload.

Q: *Will registration fee be refunded or adjusted, if I change my category?* **A:** The registration fee is mandatory for all categories and will not be refunded or adjusted in any circumstances. In case, the applicant changes the category from Unreserved to SC/ST/PwD after the registration fee has been paid, it will not be adjusted.

Q: *Which are the mandatory fields in the application?*

A: Mandatory fields are indicated by a red star (*) adjacent to the name of the fields. The applicant must fill the relevant information in these fields to complete the registration.

Q: *In online portal, I have created my account and filled my registration form. Can I use the same account to fill the registration form for my friend?*

A: No, only a single candidate can apply from only one account for UG Admissions. Each applicant/candidate must create a separate account and fill the separate online registration form.

11. ORDINANCES

11.1 ORDINANCE XV-B

Maintenance of discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice - Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he / she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.

3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:
 1. Physical assault, or threat to use physical force, against any member of the teaching and nonteaching staff of any Institution / Department and against any student within the University of Delhi
 - b. Carrying of, use of or threat to use of any weapons
 - c. Any violation of the provisions of the Civil Rights Protection Act, 1976
 - d. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes
 - e. Any practice-whether verbal or otherwise-derogatory of women
 - f. Any attempt at bribing or corruption in any manner
 - g. Willful destruction of institutional property
 - h. Creating ill-will or intolerance on religious or communal grounds
 - i. Causing disruption in any manner of the academic functioning of the University system;
 - j. Prohibition of Ragging as per Ordinance XV-C.
 4. Without prejudice to the generality of his / her powers relating to the maintenance of Discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his / her powers aforesaid order or direct that any student or students -
 - a. be expelled; or
 - b. be, for a stated period rusticated; or
 - c. be not for a stated period, admitted to a programme or programmes of study in a College, Department or Institution of the University; or
 - d. be fined with a sum of rupees that may be specified; or
 - e. be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or that the result of the student or students concerned in the Examination or Examinations in which he /she or they have appeared be cancelled.
 5. Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid,

Detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented (where necessary) by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/ herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he /she submits himself / herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

11.2 ORDINANCE XV-C

Prohibition and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College / Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which
 - a. Involve physical assault or threat to use of physical force.
 - b. Violate the status, dignity and honour of women students.
 - c. Violate the status, dignity and honour of students belonging to the scheduled caste and tribe.
 - d. Expose students to ridicule and contempt and affect their self-esteem.
 - e. Entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry his/ her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a programme of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of the University of Delhi are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 For withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, Practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions / directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

11.3 ORDINANCE XV-C

Prohibition and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College / Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which
 - a. Involve physical assault or threat to use of physical force.
 - b. Violate the status, dignity and honour of women students.
 - c. Violate the status, dignity and honour of students belonging to the scheduled caste and tribe.
 - d. Expose students to ridicule and contempt and affect their self-esteem.
 - e. Entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/ she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/ her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause

3(a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a programme of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

11. In case any students who have obtained degrees or diplomas of the University of Delhi are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.

12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, Practice or incitement of ragging will also amount to ragging.

13. All Institutions within the Delhi University system shall be obligated to carry out instructions / directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

Note: Order of the Vice-Chancellor in pursuance of Ordinance XV-C:

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

11.4 ORDINANCE XV-D

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (MINISTRY OF LAW AND JUSTICE)

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there

with incidental thereto. WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment; AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India. And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

For details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

NOTE: This is a professional program and students enrolled herein shall renounce to form or espousing or participation or affiliation to any kind of union or body of similar nature.

Step by Step Instructions to fill the Application Form)

STEP 1: Registration at PG Column/Options Admission Portal with your Email Tab

Details

Login Details
Your Email*

Enter your personal Email ID. This Email ID will be used during the entire admission process and for Login into the Admission Portal.

Confirm Email*
Create Password*

Re enter the above Email ID for confirmation. Create a new password for the Delhi University PG Admission Portal.

Confirm Password*

Enter the same password as you entered in the "Create Password" block above.

Mobile Number*

Enter your 10 digit mobile number (Don't append 0 or +91 before your No.).

Applicant's Details
First Name*

Enter your First name in the space provided. The name should be the same as mentioned in

Middle Name	the Class X/XII/School leaving certificate. First name is mandatory. Enter your Middle Name (if Applicable) in the space provided. The name should be the same as mentioned in the Class X/XII/School leaving certificate.
Last Name	Enter your Last Name (if Applicable) in the space provided. The name should be the same as mentioned in the Class X/XII/School leaving certificate.
Date of Birth*	Click on the box provided and you can select the date, month and year from the calendar.
Category*	Select the category from the drop-down menu.
Gender*	Select the appropriate gender from the drop-down menu.
Nationality*	Select appropriate Nationality from the drop-down list
University Last Attended*	Please select the university from where you have completed or are pursuing your graduation (qualifying degree for Post Graduate Admission in University of Delhi). If you cannot find the university in the drop-down list, choose "Other" (Last option in the drop-down list) and provide the name of the University in the space provided
PwD Category	Before selecting the appropriate option you must read the detailed Category Guidelines. Select the PwD Category from the drop-down list. Select "Not Applicable" if it doesn't apply
Writer Assistance Required (Applicable only for PwD Applicants)	Select Yes if you require the assistance of a writer.
CW Category*	Before selecting the appropriate option you must read the detailed Category Guidelines. Select the CW Category from the drop-down list. Select "Not Applicable" if it doesn't apply to you.
Age (As on 01-05-2017)	Automatically calculated when you fill the Date of Birth.
Mother/Father/Guardian's Name*	Enter your Mother/Father/Guardian's Name

Fields marked with * are mandatory fields. NOTE: Please note that above information will be used during the entire admission process, no changes/modifications will be possible in any

circumstances. Please be careful in filling up the required information in all aspects. After successful submission of the Registration form, a confirmation email with a verification link will be sent to Applicant's registered Email Id. Applicants need to check their registered email's inbox folder (and SPAM/BULK folder) and click on the link to verify their registration. After successful verification, the applicant can apply for admission to Post Graduate Courses (2017-2018). Applicants, who do not receive confirmation email after registration, can get a new confirmation mail by clicking on the "Resend Confirmation Mail" option provided on the Login window. Applicants who forget their password can reset it by clicking on "Reset Password" option provided on the Login window.

STEP 2: Uploads Section

<p>Upload Your Photograph* Upload Your Signature* Upload Any Photo ID Proof* Upload Date of Birth as a proof of information filled in the form Upload Your Caste Certificate* Upload Your Signature* Upload Any Photo ID Proof* Upload Date of Birth as a proof of information filled in the form Upload Your Caste Certificate*</p>	<p>Please choose files of digital or scanned documents that you need to upload in this section as a proof of information filled in the form (Only JPG/JPEG/PNG/PDF files are allowed) Uploads consist of a. Photograph (Must be passport size) with minimum resolution: "100px X 130px", and maximum size: 50kB max. The format must be JPG/JPEG/PNG. b. Signature with minimum resolution: "140px X 60px", maximum size of 50kB. The format must be JPG/JPEG/PNG . c. Photo ID Proof(Anyone of these: Aadhar Card, Driving License, PAN Card, Voter's Identity Card, Passport, College Identity Card) Must be self-attested. Maximum size 100 kB. Format must be JPG/JPEG/PNG. d. Class Xth Certificate (For Date of Birth). Must be self-attested and not more than</p>
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100kB in size. The format must be JPG/JPEG/PNG/PDF.

e. Caste Certificate (Applicable for SC, ST & OBC(Non-Creamy Layer) Applicants). Must be self-attested and not more than 100kB in size. The format must be JPG/JPEG/PNG/PDF.

f. PwD Certificate (Applicable for PwD Applicants). Must be Self-Attested and not more than 100KB in size. The format must be JPG/JPEG/PNG/PDF.

g. CW Certificate (Applicable for CW Applicants). Must be Self-Attested and not more than 100KB in size. The format must be JPG/JPEG/PNG/PDF.

Identity Proof*

Select a valid ID proof, which you have uploaded in Upload section, from the drop-down list

Identity Proof Number*

Enter the number of the ID Proof selected in previous field.

*Field marked with * are mandatory fields. Applicants facing problem regarding image resize may use online tool like Compressor.io for image resizing.*

Postal Address Address Line 1*

Type in your house no, locality etc in the address line.

Address Line 2*

Type in your locality etc in the address lines.

City/District

Mention your City/District name.

Country*

Select your country from drop-down list. If your country is not in list, choose "Other"(Last in the drop-down list) and enter the name of your country in the box provided next.

State/Union Territory*

Select your state from drop-down list. If your state is not in

Pincode*

list, choose "Other" (Last in the drop-down list) and enter the name of state/union-territory in the box

Enter the pincode no.

Passport Number

Candidates who have a Passport can specify their Passport No. This field is optional.

STEP 3: Filling in the Application Form

Educational Qualification

Passed(10 + 2)*

Examination Passed (Graduation)*

Select your stream, i.e Science, Commerce, Arts from the drop-down list.

Select name of the Examination from the drop-down list. If you cannot find your choice of Examination in the drop-down list, choose "Other"(Last in the drop-down list) option and enter the name of Examination in the space provided next.

Note:- Applicants who choose "Other" from drop-down list must mention their Examination Name

Subject*

Mention the names of the stream/ subject you have studied.

Board/University*

Select the name of the University/ Board from the drop-down list. If you cannot find the name of your board/university, choose "Other"(Last in the drop-down list) and enter the name of your Board/ University in the space provided next.

Year of Passing*

Mention the year of passing for the Examination you selected.

Note: Applicants who are appearing/have appeared in the final year examination and have their result awaited should select the option "Yes" at **Result Awaited** drop down.

Max. Marks/Grade Points

Mention the maximum marks/grade points(10) of the given Examination.

Note: In case your result is awaited this field will not be operational for you

Marks Obt./CGPA

Mention the maximum marks/CGPA you obtained in the given Examination.

Percentage/CGPA	Mention the marks obtained in the given Examination. It gets converted to percentage automatically. Note: In case your result is awaited this field will not be operational for you.
Result Awaited	Only for Applicants who are appearing/have appeared in the final year examination in year 2017. Note: Applicants who are appearing/have appeared in the final year Examination and are awaiting result should select the option "Yes" from the Result Awaited drop-down list.
Last College Attended*	Mention the name of the College last attended.
Examination Roll Number (Only for Delhi University Students)	This option is for the students of University of Delhi. Students should fill their examination roll number in the given space. Students from other university should fill NA in the given space.
Enrollment No. (Only for Delhi University Students)	This option is for the students of University of Delhi. Students should fill their University Enrollment number in the given space. Students from other university should fill NA in the given space.
Declaration	The applicant declares that all the statements made and documents uploaded are true from belief. If any information is found to be incorrect, the applicant's candidature is liable to be cancelled and may be subject to legal/disciplinary proceedings.
College Preference	Please give your preference for each college/department carefully. Once registration fee is paid no changes/modifications will be permitted.
Preview	The complete form is available for preview. There are three options available at the bottom of the page viz 'Click to Modify Application', 'Pay Fee' & 'My Home'. In case you think you have not given correct information or have missed out something in the application form click on 'Click to Modify Application' button to edit the form. If all the entries are correct click on the 'Pay Fee', you will be redirected to select Payment Gateway option, select the payment gateway and pay fees. After successful payment you will get the acknowledgement mail. If you want to apply for new course or want to pay later you can click on 'My Home' button..

STEP 4: Payment of the Application Fee 1. Click on the button “Click to Make Payment”.
Payment Procedure

2. Select Payment Gateway.

3. Pay your application fee.

Candidates need to have Debit Card, Credit Card or Net Banking.

Note:- Please note that you will not be allowed to Update/Modify the application form in any circumstances once you have paid the registration fee. The fee is non-refundable.

STEP 5: Downloading the Application Form Click on the button “Print Form” to view your submitted form with form no. and Qrcode.
Form Download Application Form

Note:- Please note that tamper/alter application form will not be acceptable/entertained by the department/university